

# EMPLOYEE RELATIONSHIP SPECIALIST

Managing Effectively the  
Relationship between your  
Organization and your People  
Training Workshop

**SANDTON LODGE HOTEL**  
Corner 12th Avenue and River Road  
RIVONIA [Edenburg on GPS]  
Johannesburg,  
South Africa

**2-6  
JUNE  
2025**

FROM  
**8:30**  
TILL **4PM**

**REGISTRATIONS FEES**  
**USD2,500**

**FEE INCLUDES**

TRAINING MATERIALS  
MEALS & REFRESHMENTS DURING THE DAY  
AIRPORT PICKUP AND DROP OFF  
HOTEL PICKUP AND DROP OFF  
DELEGATE LAPTOP  
½ DAY TOUR TO TOURIST ATTRACTION SITES

**FEE EXCLUDES**

DINNER AND ACCOMMODATION

**CONTACT**

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## PERSONAL IMPACT

- **Enhanced Skill Set:** This training equips delegates with a diverse range of skills including communication, conflict resolution, negotiation, and emotional intelligence. These skills are valuable not only in professional settings but also in personal interactions and relationships.
- **Career Advancement:** Acquiring specialized knowledge and expertise in employee relations can open doors to new career opportunities within HR departments, consulting firms, or as independent specialists. It may lead to promotions or expanded responsibilities within current roles.
- **Increased Confidence:** Mastering techniques for handling employee relations issues, such as conflict resolution and performance management, can boost confidence in dealing with challenging situations at work and beyond.
- **Professional Credibility:** Completion of such a specialized training enhances professional credibility, demonstrates a commitment to ongoing professional development and gives delegates a competitive advantage over their peers.
- **Job Satisfaction:** Being equipped to positively impacting workplace culture, employee morale, and organizational success can contribute to job satisfaction and a sense of fulfillment in one's career.
- **Personal Growth:** The Employee Relations Specialist training encourages self-awareness, reflection, and continuous improvement. It fosters a deeper understanding of human behavior, interpersonal dynamics, and organizational dynamics, which can enrich personal growth and development.
- **Networking Opportunities:** Participation in this training program includes networking with peers, which can lead to valuable connections and exchange of ideas.
- **Adaptability and Resilience:** Learning effective change management strategies and how to navigate organizational challenges builds resilience and adaptability, valuable traits in today's dynamic work environment.

## WHO SHOULD ATTEND?

- **HR Professionals:** HR Managers, HR Generalists, and HR Specialists who handle employee relations responsibilities within their organizations.
- **Employee Relations Managers:** Individuals who specifically focus on employee relations, conflict resolution, and fostering positive workplace culture.
- **Supervisors and Team Leaders:** Managers and team leaders who oversee teams and are responsible for maintaining effective communication, resolving conflicts, and promoting employee engagement.
- **Consultants:** HR Consultants and Organizational Development Consultants who provide advice and support to organizations on employee relations strategies.
- **All individuals who are directly involved in managing and improving employee relations within organizations.**
- **Legal and Compliance Officers:** Professionals responsible for ensuring that employee relations practices comply with labor laws, regulations, and organizational policies.
- **Anyone Interested in HR Career:** Individuals aspiring to enter the field of HR or those looking to specialize in employee relations as part of their career development.
- **Executives and Business Leaders:** Senior executives and business leaders who recognize the importance of fostering positive employee relations and want to understand best practices in this area.
- **Anyone Involved in Organizational Development:** Professionals involved in organizational development, change management, and employee engagement initiatives.

## COURSE OUTLINE

### Introduction to Employee Relationship Specialist Role

- Overview of Employee Relationship Specialist [ERS] Role and Responsibilities
- Importance of Positive Employee Relations in Organizations
- Skills and Competencies Required for ERS
- Building Trust and Credibility as an ERS
- Ethical Considerations in Employee Relations
- Examining Successful ERS Practices

### Legal Aspects and Compliance in Employee Relations

- Employment Law Essentials for ERS
- Managing Employee Relations within Legal Frameworks
- Diversity, Equity, Inclusion, and Belonging [DEIB] in Employee Relations
- Workplace Investigations: Processes and Best Practices
- Ethical Decision Making in Employee Relations

### Conflict Resolution and Mediation

- Understanding Workplace Conflict: Causes and Impact
- Conflict Resolution Styles and Approaches
- Mediation Techniques for ERS
- Role of Emotional Intelligence in Conflict Resolution
- Handling Difficult Conversations
- Practicing Mediation Scenarios

### Employee Engagement Strategies

- Understanding Employee Engagement: Concepts and Benefits
- Developing an Employee Engagement Strategy
- Tools and Techniques for Measuring Employee Engagement
- Communication Skills for Effective Employee Engagement
- Designing Employee Recognition Programs
- Creating an Engagement Plan

### Performance Management and Employee Development

- Performance Management Fundamentals
- Providing Constructive Feedback
- Coaching and Mentoring Skills for ERS
- Career Development and Succession Planning
- Tools and Resources for Employee Development
- Implementing Effective Performance Management

### Certificates

On successful completion of this training course, PALGNET Certificate will be awarded to the delegates

## REGISTRATION FEES

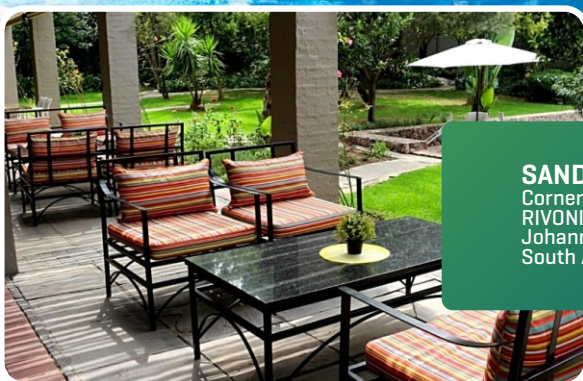
**\$2,500**

### Fee Includes

- Training Materials
- Meals & refreshments during the day
- Airport pickup and drop off
- Hotel Pickup and drop off
- Delegate Laptop
- ½ day tour to tourist attraction sites

### Fee Excludes

- Dinner and Accommodation



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Welcome to the Sandton Lodge Rivonia, we extend a very warm welcome and trust your upcoming stay or conference with us will be both enjoyable and comfortable.



The Simama Hotels Sandton Lodge Rivonia offers business services and facilities. Our 34 Suites are all strictly non-smoking and have; Air-conditioning and Heating, Tea and Coffee Facilities, DSTV Decoder, a Mini-Bar Fridge (Stocked on request) and complimentary Broadband WIFI Internet Access with Secure on-site Parking available. As part of our continued guest-safety measures and growing international trend, the Sandton Lodge Hotel is a cashless establishment, for your convenience all major Credit and Debit cards are accepted in addition to Snap-Scan and Apple-Pay facilities.