



EES-SIYAKHA

Employment Equity Software & Consulting

How to effectively monitor and evaluate your EE Plan and its implementation, and ensure full EE Compliance, avoid fines and loss of Government business once Sector Targets kick in

Programme

9.00 – 10.30

- Welcome and introduction
- Participants' EE monitoring and evaluation challenges and expectations
- Aspects of the EE Act as amended relevant to monitoring and evaluation:
 - The duties of the employer:
 - Consultation
 - Matters for consultation: Implementation of the EE Plan
 - EE Plan requirements as per the EE Act
 - Implementation
 - Procedures to monitor and evaluate implementation
 - Provisions in the EEA13 with regard to monitoring and evaluation
 - EE Best Practice Objectives relevant to monitoring, evaluation and implementation of EE Plan
 - EE Planning aspects relevant to monitoring, evaluation and implementation of EE Plan
 - EE Best Practice Framework Model required for the effective monitoring and evaluation of EE Plans revisited and expanded
 - Monitoring, evaluation, and implementation of EE Plan aspects to be included in EE Policy

10.30 – 10.35

Tea/coffee fetching/body break

10.35 – 12.30

- Understanding what an employer needs to do in practice to comply and meet Sector Targets in the monitoring and evaluation its EE Plan implementation
 - Exercise 1: The role of the EE Committee/Forum ('EEC') in monitoring and evaluating
 - Exercise 2: What is required for the effective functioning of the EEC?
 - The role and function of the EE Management Structure(s)
 - The role of EE Reporting Templates in managing EE
 - Exercise 3: What should the EEC be monitoring and evaluating (and included in EE Reporting Template?)
 - Exercise 4: What is the role of HR in monitoring and evaluating your EE implementation?
 - EE Reporting Template
 - Examples of aspects to be included in EE Reporting Template
 - Sample of EE Reporting Template Contents

- EE Best Practice:
 - Effective management and monitoring of EE transformation and EE Plan implementation
 - Institutionalising the management of EE in the organisation
- EE Plan Implementation
 - The need for real time identification of underrepresented groups in each Occupational Level
 - Tracking of appointments vs EE Plan
 - Holding managers accountable
- Monitoring and evaluation
- Preparing for DEL visits or D-G Reviews
 - What DEL Inspectors and D-G will be looking out for and the EEA 7
 - Powers of the D-G of the DEL in the event of non-implementation of the EE Plan
 - Latest developments and impact of 2020 EE Act Amendment Bill

12.30

Closure