



# EES-SIYAKHA

Employment Equity Software & Consulting

## Preparing for your next EE Plan: Developing a user-friendly and practical EE Plan

### Programme

8.30 – 9.00	Preparation: Familiarisation with Zoom, going through programme and preparing list of Barriers Analysis Challenges and course expectations
9.00 – 10.30	<ul style="list-style-type: none"><li>• Welcome and introduction</li><li>• Participants' EE Plan challenges and expectations</li><li>• Aspects of the EE Act as amended relevant to the development of the EE Plan:<ul style="list-style-type: none"><li>○ The duties of the employer:<ul style="list-style-type: none"><li>▪ Consultation</li><li>▪ Matters for consultation</li><li>▪ The preparation of the EE Plan</li></ul></li><li>○ EE Plan requirements as per<ul style="list-style-type: none"><li>▪ The EE Act</li><li>▪ EE Regulations</li><li>▪ Code of Good Practice: Preparation, Implementation, and Monitoring of EE Plans</li><li>▪ EE Best Practice: Planning</li></ul></li></ul></li><li>• What is missing?</li><li>• Exercise 1: What is the role of the EE Transformation Management Structure in the effective implementation of EE?</li><li>• EEA13 Template</li><li>• Exercise 2: Comparison between the requirements of Section 20 of the EE Act and the EEA13</li></ul>
10.30 – 10.35	Tea/coffee fetching/body break
10.35 – 13.00	<ul style="list-style-type: none"><li>• Desirability of using EEA13 for EE Plan<ul style="list-style-type: none"><li>○ Exercise 3: Identifying what else to include in a user-friendly EE Plan</li></ul></li><li>• The EE Plan<ul style="list-style-type: none"><li>○ Developing strategies in support of Numerical Goals<ul style="list-style-type: none"><li>▪ EE Goals Management Policy</li><li>▪ Other strategies to identify and prepare talent</li></ul></li><li>○ What is the difference between Objectives and Non-Numerical Goals</li></ul></li></ul>

- Formulating Objectives for each year of the EE Plan – what should they contain?
- Exercise 4: Drafting of procedures to monitor and evaluate implementation of your EE Plan
- Exercise 5 Senior Managers responsible for monitoring and implementing the EE Plan
- Exercise 6: Drafting Dispute Resolution Procedures
- Practical example of what an EE Plan should look like
- Record keeping for DoL visits or reviews
- What DoL Inspectors will be looking out for

13.00

Closure