



# EES-SIYAKHA

Employment Equity Software & Consulting

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

### Programme

9.00 – 10.30

- Welcome and introduction
- Participants' EE Plan challenges and expectations
- Aspects of the EE Act as amended relevant to the development of the EE Plan:
  - The duties of the employer:
    - Consultation
    - Matters for consultation
    - The preparation of the EE Plan
  - EE Plan requirements as per
    - The EE Act
    - EE Regulations
    - Code of Good Practice: Preparation, Implementation, and monitoring of EE Plans
    - EE Best Practice: Planning
- What is missing?
- Exercise 1: What is the role of the EE Transformation Management Structure in the effective implementation of EE?
- EEA13 Template
- Exercise 2: Comparison between the requirements of Section 20 of the EE Act and the EEA13

10.30 – 10.35 Tea/coffee fetching/body break

10.35 – 13.00

- Desirability of using EEA13 for EE Plan
  - Exercise 3: Identifying what else to include in a user-friendly EE Plan
- The EE Plan
  - Developing strategies in support of Numerical Goals
    - EE Goals Management Policy
    - Other strategies to identify and prepare talent
  - What is the difference between Objectives and Non-Numerical Goals
  - Formulating Objectives for each year of the EE Plan – what should they contain?
  - Exercise 4: Drafting of procedures to monitor and evaluate implementation of the 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 DEL visits or reviews
- What DEL Inspectors will be looking out for

13.00

Closure