

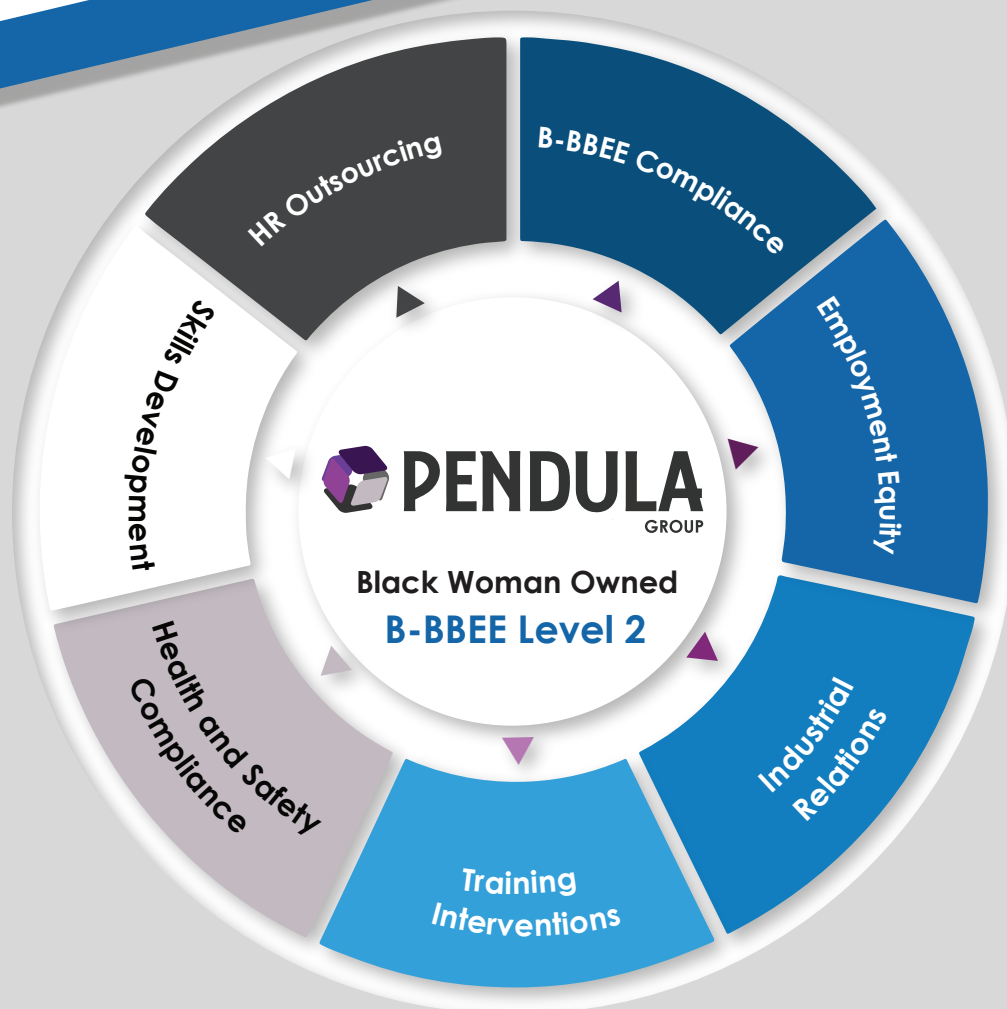
B&ATM
IR HR Training & Consulting

SUMMARY Profile 2025

Industrial Relations

Human Resources

Leadership



The Pendula Group consists of a small group of companies specialising in individual and corporate training, skills development and HR/IR-related services. We are well known in the training and development industry and have distinguished ourselves as specialists who are able to effectively maximise the potential of individuals. We play a key role in contributing to organisational success, including maximising on taxation/levy-benefits. These benefits can be accessed as a result of well-planned and executed training and development activities for our clients.

In association with:

INTRODUCTION



Pioneer in diversity and labour relations

Bruniquel & Associates, one of South Africa's early pioneers in diversity and labour relation training has been in business for over 40 years. B&A's mission is to facilitate transformation, reduce conflict and normalise workplace relations by:

- making parties aware of their rights and duties and the need to enforce boundaries;
- providing advice and proven pragmatic policies, procedures and systems;
- creating awareness of the need for leadership to change the cycle of conflict; and
- providing practical systems based training to ensure role players have the necessary knowledge and skills.

Comprehensive offering

B&A's broad product offering of more than 40 different courses meet the majority of needs and can also be customised to each client's specifications. Our sister companies, Pendula Trainers and Learning Exchange offer you courses on computer training, logistics & compliance training and learnerships.



Highly skilled and qualified staff & facilitators

Dedicated key account managers get to understand your business and develop a positive working relationship in order to provide excellent service and ensure the correct interventions to meet your specific needs.

B&A's training facilitators and consultants are subject matter experts who are accredited to train HR, IR and Leadership courses.

National presence

With offices in Durban, Johannesburg and Cape Town, B&A can provide consulting services and run training courses nationwide ensuring consistency and cost saving.



Pedigree

B&A has a Level 2 B-BBEE rating and is fully accredited with various SETAs. B&A has a reputation for ethical conduct.

PRODUCTS & SERVICES – KEY DIFFERENTIALS



Simplicity & Practicality

The simplicity and practicality of B&A courses is what distinguishes them. Based on proven systems, they make labour law understandable to managers, supervisors and shop stewards. The training methodology used in the courses is unique as it combines various training techniques to ensure that the skills learnt are transferred to the workplace. Experienced, competent facilitators are used to stimulate group discussions, facilitate role plays and practical exercises.

B&A is one of the few, if not, the only training & consulting Company which produces its own training videos. These are made to broadcast standards and have won national television awards in the past. The programmes are augmented by DVDs based on actual South African cases and footage. However, if people are to master the skills portrayed in the DVDs, they need the opportunity to practice them and to receive feedback on their performance by a subject matter expert. Role plays and practical exercises utilised during the training therefore form an integral part of B&A's training methodology. Ready reference booklets are supplied to facilitate easy reference of core material being trained.

Formative and Summative tests are used during the training and may be augmented by workplace assignments so as to ensure transfer of knowledge and skills from the classroom.

Free telephonic advice is offered to all delegates that have attended an IR B&A training programme for a period of 6 months after their training. B&A's consulting approach is practical and personalised to ensure your business requirements are best met while ensuring legislative compliance.

A Certificate of Completion is issued by B&A to all participants who attend training and are not undergoing assessment for accreditation.

VISION & MISSION



VISION

We believe in helping people to realise their potential, driving positive change and inspiring leadership in the workplace. In promoting these beliefs we strive to be recognised as the leading HR/IR & training consultants with the best, most practical solutions in Southern Africa.

To create harmony in workplaces by providing clients with practical advice, systems and training in people skills with a view to spreading respect, peace and economic prosperity for all businesses to meet global standards.

MISSION

VALUES



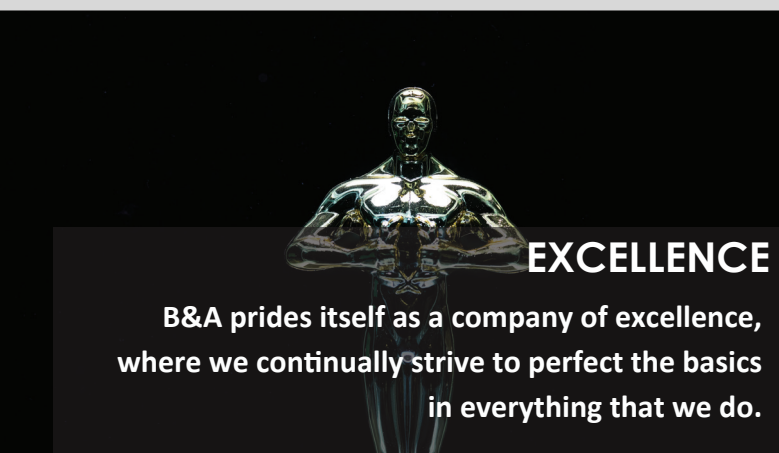
INTEGRITY

Honesty, authenticity, principle and respect are the four pillars upon which relationships with clients and the B&A team are built.



CONSISTENCY

B&A seeks to consistently advise, products and services that are informed and dependable.



EXCELLENCE

B&A prides itself as a company of excellence, where we continually strive to perfect the basics in everything that we do.



TEAMWORK

Through teamwork we are defined by integrity, excellence, consistency & fun.

CONTENTS

Training Programme	Days
INDUSTRIAL RELATIONS	
Supervising in a Unionised Environment	2
Basic Labour Law	2
Practical Labour Law	3
Discipline & Dismissals under the LRA	1
Managing Poor Performance & Incapacity	2
Initiating Disciplinary Enquiries	2
Rules of Evidence	1
Chairing Disciplinary Enquiries	2
Practical Arbitration Skills	2
Shopfloor Role Dynamics	2
Practical Negotiation Skills	2
Handling Complaints and Grievances	1
Assertive Conflict Handling	2
HUMAN RESOURCES	
HR Role in Discipline	2
Performance Management	2
Paterson Job Evaluation (includes job profiling)	1
Selecting for Excellence	2
SHOP STEWARD TRAINING	
Shop Steward Leadership Skills	3
Shop Steward Functional Skills	4
Disciplinary Handling Skills for Shop Stewards	3
TRANSFORMATION	
Employment Equity Awareness Session	2-3hrs
Employment Equity Act	1
Employment Equity & Skills Committee Training	2
Harassment in the Workplace - Creating Awareness	3-4hrs
Prevention and Elimination of Harassment in the Workplace	1
Bullying in the Workplace	1
Championing Diversity	1
Disability in the Workplace	2

CONTENTS

Training Programme	Days
SPECIALISED COURSES	
Workplace Coaching & Mentoring	2
Basic Business Awareness	2
Employee Business Awareness	1
Workplace Etiquette and Guiding Principles	1
Strike Handling Skills Workshop	1/2
Reaching Resolution Workshop	2
Assertiveness & Time Management	2
Effective Written and Presentation Skills	2
Course Facilitator Skills	3
Energised Teams	2
Generic Induction Programme	TBA
Inducting a Team Member	1
Leadership Development Workshop	3
Introducing Leadership	1
Protection of Personal Information (POPI)	2
PRACTICAL LEADERSHIP SKILLS - TEAM LEADERS	
Module 1: Leadership Communication Skills Programme	2
Module 2: Understanding Leadership	2
Module 3: Role of the Leader	2
Module 4: Motivating a Work Team	2
Module 5: Job Instruction and Coaching	1
PRACTICAL LEADERSHIP SKILLS - OPERATIONAL LEADERS	
Module 1: Leadership Communication Skills	2
Module 2: Understanding Operational Leadership	2
Module 3: Team Building Skills	2
Module 4: Selection & Coaching	2+2
Module 5: Instruction, Training and Coaching	TBA
SHOP STEWARD PROGRAMME	
Module 1: Disciplinary Handling Skills	3
Module 2: Labour Relations Dynamics	2
Module 3: Shop Steward Negotiation Skills	2

PUBLIC WORKSHOPS 2025

TOPIC

Click on selected topic for bookings

	DAYS	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
EMPLOYMENT EQUITY ACT	1 DAYS	20									
MANAGING POOR PERFORMANCE & INCAPACITY	2 DAYS	12-13			14-15			13-14			
INITIATING DISCIPLINARY ENQUIRIES	2 DAYS		12-13			11-12			10-11		
CHAIRING DISCIPLINARY ENQUIRIES	2 DAYS			9-10			9-10			8-9	
SHOP STEWARD DISCIPLINARY HANDLING SKILLS	2 DAYS							20-21			
INTRODUCING LEADERSHIP	1 DAY				22						
EMOTIONAL INTELLIGENCE	1 DAY					19					
ASSERTIVE CONFLICT HANDLING	2 DAYS										12-13
FINANCE FOR NON-FINANCIAL MANAGERS	2 DAYS						16-17				
CUSTOMER SERVICE	1 DAY									16	
WORKPLACE ETIQUETTE & GUIDING PRINCIPLES	1 DAY		20								
DIVERSITY, EQUITY & INCLUSION	½ DAY								18		
STRIKE HANDLING	1 DAY			17							
HARASSMENT, GBV & BULLYING	1 DAY										6
TIME MANAGEMENT	1 DAY										20

Pricing: (excl. VAT)

1 Day: R2 500.00 Per Person | 2 Days: R3 500.00 Per Person | ½ Day: R1 050.00 Per Person

Book for 5 Seats and Only Pay for 4

Ts & Cs Apply

For Further Information



(0861) 47 47 22



training@bruniquel.co.za



SOFT SKILLS

All Training Available Onsite | Virtual | E-learning

COURSES INCLUDE:

- ✓ Active Listening
- ✓ Advanced Project Management
- ✓ Building Better Teams
- ✓ Communication Strategies
- ✓ Introduction to E-mail Marketing
- ✓ Marketing & Sales
- ✓ Stress Management
- ✓ Successfully Managing Change
- ✓ Vendor Management
- ✓ Writing Reports & Proposals

& More

To Register | Enquire



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www.pendulatrainers.co.za

In Association With:

B&ATM Bruniquel & Associates
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