



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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Ref: 14/2

ALL HEADS OF NATIONAL DEPARTMENTS AND GOVERNMENT COMPONENTS


INVITATION TO PARTICIPATE IN HR PLANNING, EMPLOYMENT PRACTICES AND PERFORMANCE MANAGEMENT WORKSHOP

1. The Department of Public Service and Administration (**DPSA**) hereby invites your Department to the Human Resource Planning, Employment Practice and Performance Management Workshop which is scheduled on the **16th and 17th of August 2012** at **Protea Hotel Capital in Pretoria**.
2. The purpose of the workshop will be to address the above mentioned three areas as per attached agenda. We therefore, request that you nominate representatives from your Department for the areas of Human Resource Planning, Employment Practice and Performance Management. Furthermore, departments are requested to nominate two representatives for day one (HR Planning and Employment Practices) and one representative for day two (Performance Management).
3. In view of the above, your office is kindly requested to confirm attendance to the workshop by no later than the **10th of August 2012** with:
 - i. Mr Mpho Mabe on telephone no.: 012 336 1603 or email: Mpho.mabe@dpsa.gov.za. (HR Planning and Employment Practices)
 - ii. Mr Themba Shabane on telephone no.: 012 336 1246 or email: Themba.shabane@dpsa.gov.za. (Performance Management)

4. Should you require further clarity please do not hesitate to consult with the contact persons.

5. Your co-operation in this regard is highly appreciated.

Regards


DIRECTOR-GENERAL
DATE: 01/08/2012.



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WORKSHOP ON HUMAN RESOURCE MANAGEMENT INITIATIVES

PURPOSE OF THE WORKSHOP

To -

- 1.1 Discuss policy initiatives relating to HR Planning, Employment Practices and Performance Management; and
- 1.2 Obtain inputs from the participants on the relevant policy initiatives.

Date and venue: 16th – 17th August 2012, Protea Hotel Capital, Van Der Walt Street, Pretoria

Style and methodology: The emphasis of the workshop is for participants to identify and debate the key issues/challenges relevant to the policy initiatives. This will be achieved through a short overview by speakers from the DPSA's Branch: Human Resource Management and Development, following by discussions in plenary

PROGRAMME

TIME	ITEM	RESPONSIBILITY/FACILITATOR
DAY 1: SESSION ONE/MORNING SESSION		
08:30-09:00	Arrival and refreshments	Delegates
09:00-09:15	Opening	Mr Geeva Pillay; Chief Director: HR Planning, Performance and Practices (DPSA)
09:15-10:15	The new approach for HR Plans and implementation reports assessment Methodology and Instrument for assessment of HR Plans and implementation reports	Mr Leon Pretorius; Director: HR Planning and Practices (DPSA)
10:30-11:00	BREAK	
11:00-11:30	Methodology and Instrument for assessment of HR Plans and implementation reports	Ms Thakane Kolobe: Deputy Director: HR Planning and team
11:30-12:00	Strategy to reduce the recruitment period and the vacancy rate in the Public Service	Mr Geeva Pillay; Chief Director: HR Planning, Performance and Practices (DPSA)

TIME	ITEM	RESPONSIBILITY/FACILITATOR
	Implementation of the Strategy: <ul style="list-style-type: none"> • Current trends in vacancy rates and time to fill vacancies • Initiatives to address shortfalls • Important milestones 	
12:00-13:00	LUNCH	
DAY 1: SESSION TWO/AFTERNOON SESSION		
13:00-13:45	<ul style="list-style-type: none"> • Discussions continue 	All
13:45-14:15	<ul style="list-style-type: none"> • Recruitment <ul style="list-style-type: none"> ○ Utilisation of the PSVC ○ New format: PSVC • Assessment: Ability of HR components 	Mr Floors Pelsler: Deputy Director: Employment Practices
	Tea	
15:00-15:45	General matters <ul style="list-style-type: none"> • Review of certificate of service 	Mr Sam Ntshangase: Assistant Director: Employment Practices
DAY 2: SESSION ONE/MORNING SESSION		
08:30-09:00	Arrival and refreshments	Delegates
09:00-09:45	PMDS for SMS and Heads of Department <ul style="list-style-type: none"> • Compliance on submission of Performance Agreements • Possible amendments/ review of Chapter 4 of SMS Handbook • Management of poor performance 	Mr Themba Shabane; Deputy Director: Performance Management and Development Systems (DPSA)
09:45-10:30	PMDS for levels 1 to 12 <ul style="list-style-type: none"> • Possible review of PMDS for levels 1 to 12 	Mr Daan Prinsloo; Deputy Director: Performance Management and Development Systems (DPSA)
10:30-11:00	BREAK	
11:00-12:00	Discussions	Mr Edward Harris; Director: Performance Management and Development Systems (DPSA)
12:00	LUNCH AND DEPARTURE	