

AGENDA

TRAINING ON WORKPLACE COOPERATION AND DEVELOPMENT OF GUIDELINES FOR THE ESTABLISHMENT OF WORKPLACE COOPERATION COMMITTEES

DAY 1 – 11 July 2019

TIME	TOPIC		LEAD
8h45 - 9h15	Registration		
09h15 – 9h20	Welcome Remarks/ purpose of the session		Mr A Wimalaweera, Commissioner General of Labour (CGL)
9h20 - 9h35	Introduction of Participants		
9h35 – 10.00	Introduction to WP Cooperation		Mr Mahandra Naidoo Social Dialogue & Labour Administration Specialist, ILO, DWT, New Delhi
10h00 – 10h30	Tea/Coffee break		
10h30 – 11h00	Workplace Cooperation:	What is Workplace Cooperation	Mr Mahandra Naidoo
		Group work: The relationship between collective bargaining and workplace cooperation (25 minutes)	
11h00 – 12h30	Workplace Cooperation	Group work: Benefits of workplace cooperation (45 minutes)	Mr Mahandra Naidoo
		Group work: Key elements of effective workplace cooperation (45 minutes)	
13h30 – 15h00	Workplace Cooperation	Role play: Guidelines for effective meetings (45 minutes)	Mr Mahandra Naidoo and Representative from ILO Country Office
		Making workplace cooperation more gender sensitive	
15h00 – 16h00	Developing guidelines for workplace cooperation	Group work: Criteria for identifying the Election Committee Convenor	Mr Mahandra Naidoo and Representative from ILO

TIME	TOPIC		LEAD
			Country Office
16h00 – 16h30		Group work: Criteria for identifying the Election Committee Convenor	Mr Mahandra Naidoo and Representative from ILO Country Office
16h30 – 17h00		Group work: Duties of the Election Committee Convenor	Mr Mahandra Naidoo and Representative from ILO Country Office
17h00	Closure		

DAY 2 – 12 July 2019

TIME	TOPIC		LEAD
08h30 – 08h40	Welcome and recap of day 1		Mr Mahandra Naidoo
08h40 – 09h15	Developing guidelines for workplace cooperation	Group work: Criteria for identifying members of the Election Committee	Mr Mahandra Naidoo and Representative from ILO Country Office
09h15 – 09h45		Group work: Responsibilities of the Election Committee	Mr Mahandra Naidoo and Representative from ILO Country Office
09h45 – 10h15	Tea		
10h15 – 10h30	Developing guidelines for workplace cooperation	Group work: Responsibilities of the Election Committee	Mr Mahandra Naidoo and Representative from ILO Country Office
10h30 – 12h00		Group work: Convening of the election	Mr Mahandra Naidoo and Representative from ILO Country Office
12h00 – 13h00	Lunch		

TIME	TOPIC		LEAD
13h00 – 13h30	Developing guidelines for workplace cooperation	Group work: Monitoring of the election	Mr Mahandra Naidoo and Representative from ILO Country Office
13h30 – 14h30	Consideration of draft guidelines		Mr Mahandra Naidoo and Representative from ILO Country Office
14.30	Closure		Mr A Wimalaweera, Commissioner General of Labour
14h40	Tea		