



Course: **Certificate in Industrial Relations**

Guided Learning Hours: **30 hours**

Pre-requisite: **None**

Abstract

Human Resource Management and Industrial Relations are central to workplace co-operation, productivity and competitiveness. How an organization chooses to manage its human resource can have either positive or negative effects on its image and overall reputation of the organization. In this context, organizations are now compelled to view industrial relations and human resource management from a strategic perspective and not only from the traditional viewpoint of negotiating terms and conditions of employment and performing a personnel and welfare function.

The present trend in labor relations is to place greater emphasis on employee involvement, harmonious employer - employee relations and mechanisms and on practices which promote them. Therefore attitudes towards industrial relations should be understood against the background of theories and practices relating to the management of the organization's human resource.

This ten week course will give you an appreciation of Industrial relations in the context of Strategic Human Resource Management. The course will also focus on the application of principles and practices of good Industrial Relations and a harmonization with Human Resource Management practice which can ultimately lead to a productive workforce and the achievement of the organization's vision.

Target Audience

The course is geared towards improving the knowledge and understanding of human resource practitioners, managers, supervisors, small business owners and anyone who is in need of a basic understanding of Industrial Relations.

Learning outcomes

At the completion of this course, participants will be able to:

1. Explain the origin and purpose of Industrial Relations
2. Understand the relationship between Employee Relations and Industrial Relations
3. Identify the principles and practices of good Industrial Relations
4. Understand the process of Collective Bargaining
5. Understand the rights of both the employees and Employer in a unionized environment

Course Content

The module will address the following topics:

Session 1 - The origin and purpose of Industrial Relations

- Historical context of Industrial relations
- Personnel Management era and the role of Welfare officers

Session 3 - Employee relations and Industrial relations

- The relationship between employee relations and Industrial relations
- Labour relations as an essential part of management systems and techniques

Session 3 - The impact and influence of unions

- Role of the unions, both past and present
- The extent to which unions facilitate constructive conversations with management

Session 4 - Principles and practices of good Industrial Relations

- Outline the principles of good industrial relations
- The importance of sound industrial relations in the current and future context
- Best practices in Industrial Relations

Session 5 - Legislative framework governing Industrial Relations practice in Trinidad and Tobago (IRA Act, Ch 88:01)

- Outline and explain the role purpose and details of the IRA Act, Ch 88:01

Session 6 - Union recognition and relationships between management and the union

- Importance of Formal Recognition
- Obstacles to effective partnership with the unions

Session 7 - Collective Bargaining and the employee

- The importance and process of collective bargaining

Session 8 - Employer and Employee rights.

- Outline the rights of the employees and employer

Session 9 - Informing and consulting employees

- How important is two way communications
- Is the current process effective?
- How is information conveyed?

Session 10 - Attitudes towards current and future employment relations

- Do unions provide essential protection for employees from management?
- Are unions more relevant than ever during a time of economic downturn and increased redundancies
- Do unions pursue their own political agenda rather than simply looking after the interests of members

Methodology

This short course will be highly interactive and will be conducted through the use of discussions, lectures, group and Individual Exercises, power-point presentations and role play