



**SAEFA**

SA ENGINEERS AND  
FOUNDERS ASSOCIATION

## Preparing for an Arbitration at the CCMA or Bargaining Council

SAEFA, in association with Gordon Angus and Associates (Pty) Ltd, is running a one-day workshop to guide employers through the procedures to be followed when summoned to an arbitration process consequent on the failure of a dispute being settled by conciliation.

### Topics to be covered

#### **The Arbitration Process:**

- Initiation
- Preparation
- Presentation

#### **Arbitration by the CCMA or the Bargaining Council?**

- Jurisdiction
- Time and Place
- Prerequisites
- Appointment of the Commissioner

#### **Arbitration Hearing Procedure:**

- Opening statements
- Calling witnesses
- Cross-examination
- Right of re-examination
- Closing statements
- Award

#### **Practical guidance on preparing for arbitration:**

- Interview witnesses
- Assemble evidence (documentary, visual, auditory)
- Analyse issues
- Pre-arb conference
- Selection and preparation of witnesses
- Prepare for cross-examination
- Prepare closing argument



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## **Presentation at the Hearing:**

- Stages to be followed
- Techniques
- Evidence

## **The Award:**

- Contents
- Enforcement
- Appeals and Reviews

## Presenters

The course will be facilitated by Gia Freese and Chris Botha, Associates at GA&A.

## Date and Venue

Wednesday, 17 May 2023, OR Tambo Conference Centre, Birchwood Hotel, Viewpoint Road, Boksburg.

## Times

08h00	Registration, tea and coffee
08h30	Start
10h30	Tea break
12h30	Lunch
15h00	Afternoon tea break
16h30	Finish

## Fee per delegate (Ex VAT)

R3 075.00

For more information or to book, please contact Gordon at [gordon@saefa.co.za](mailto:gordon@saefa.co.za) or Charlene at [charlene@saefa.co.za](mailto:charlene@saefa.co.za).



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Wednesday, 17 May 2023

To make a booking, please complete the table below and email to [gordon@saefa.co.za](mailto:gordon@saefa.co.za) or [charlene@saefa.co.za](mailto:charlene@saefa.co.za)

Name:	Company:	Contact Number	Email Address:
Company Addresses (Postal and physical):			
1.			
2.			
VAT Number:			
Special dietary requirements (please specify):			
Names of Delegates:		Cell Number (in case we need to contact the delegate on the day):	
1.			
2.			
3.			
4.			
Are you a SAEFA Member?		Yes	No