

EMPLOYEE RELATIONS

UNIT CODE: HRM/CU/BUS/CR/06/6/A

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Management of employee relations

Duration of Unit: 110 Hours

Unit Description

This unit specifies the competencies required to manage employee relations. It involves Identifying the nature and importance of employee relations, managing Collective Bargaining (CB) System. engaging trade unions in negotiations, enforcing compliance with stipulated Occupational Health and Safety (OHS) standards, initiating employee grievances and disputes resolution mechanism and coordinating employee's welfare programmes

Summary of Learning Outcomes

1. Identifying the nature and importance of employee relations
2. Managing Collective Bargaining (CB)
3. Carry out career progression in line with career guidelines
4. Engage trade unions in negotiations
5. Enforce compliance with stipulated Occupational Health and Safety (OHS) standards
6. Initiate employee grievances and disputes resolution mechanism
7. Coordinate employees welfare programmes

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Identifying the nature and importance of employee relations	<ul style="list-style-type: none">• Meaning of employee relations• Elements of employee relations• Scope of employee relation• Importance of employee relations• Distinguishing employee relations from industrial relations• The importance/role of employee in management of organizations	<ul style="list-style-type: none">• Oral questioning• Observation• Written report• Project• Case studies
2. Managing Collective Bargaining (CB)	<ul style="list-style-type: none">• Meaning of collective bargaining• Types of collective bargaining in	<ul style="list-style-type: none">• Oral questioning• Observation

Learning Outcome	Content	Suggested Assessment Methods
System	employee relations. <ul style="list-style-type: none"> • Contents of collective bargaining agreement. • Conditions for success in CB. • Challenges facing CB. 	<ul style="list-style-type: none"> • Written report • Project • Case studies
3. Engaging with Trade Unions in negotiations	<ul style="list-style-type: none"> • Introduction to trade unions and trade unionism • Importance of trade unions <ul style="list-style-type: none"> • To employees • To employer • Unionizable employees • The structure of trade union movement in Kenya • Participation and joint consultation • Impact of trade unions in economic, social and political life in Kenya • The emerging trends in the field of Industrial Relations • Advantages and challenges facing trade union movement in Kenya 	<ul style="list-style-type: none"> • Oral questioning • Observation • Written report • Project • Case studies
4. Applying employee grievances and disputes resolution mechanism	<ul style="list-style-type: none"> • Meaning of employee grievances • Characteristics of a grievances • Causes of grievances • Types of grievances • Meaning of Industrial disputes • Sources of industrial dispute • Legal definitions and types of industrial actions • Grievance and dispute handling procedures • Dispute resolution methods • Alternative methods of grievance and disputes resolutions • Economic impact of industrial disputes 	<ul style="list-style-type: none"> • Written tests • Oral presentation • Observation Case studies

Learning Outcome	Content	Suggested Assessment Methods
	<ul style="list-style-type: none"> • The role of the industrial court • The role of civil courts in settling industrial disputes • Grievances handlings policies and procedures 	
5. Coordinating employees welfare programmes	<ul style="list-style-type: none"> • Introduction to employee’s welfare • Importance/objectives of employee welfare <ul style="list-style-type: none"> • Types of employees’ welfare programmes • Features/characteristic of employee welfare programmes • Advantages and disadvantages of employee relations 	<ul style="list-style-type: none"> • Written tests • Oral presentation • Observation • Case studies
6. Identify relevant labour legislation in Kenya	<ul style="list-style-type: none"> • Introduction to labour laws • Detailed study of <ul style="list-style-type: none"> • Constitution of Kenya 2010 • Labour Institutions Act 2007 • Labour Relations Act • Employment Act • WIBA • ILO • Discussion of selected cases from Industrial Court Awards 	<ul style="list-style-type: none"> • Oral questioning • Observation • Written report • Project • Case studies

Suggested Methods of instructions

- Instructor led facilitation of theory
- Demonstration by trainer
- Practical work by trainee
- Viewing of related videos
- Project
- Group discussions

Recommended Resources

- Office stationeries
- Computers and computer software
- Printers
- Projectors

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