HIV/AIDS WORKPLACE MANAGEMENT

2 Day Course

Course Objectives
This course has been developed to meet the needs of business and government organizations who desire to respond with compassion and understanding to HIV and AIDS challenges encountered in the workplace. The aim of the course is to provide managers with a deeper knowledge of HIV and AIDS, as well as the skills to manage the impacts of this dreaded disease. Participants will look at the personal impacts on employees as well as on organizational areas such as finance, policy and procedures, business climate, roles and responsibilities, human resource adjustments and programmes. Participants will gain insight into the care continuum of HIV positive people, prevention strategies, the rights of the employee and employer, workplace HIV/AIDS critical issues, as well as best practice in HIV/AIDS management. The training will be based on adult educational principles and is highly interactive. We use workbooks that include case studies, simulations, group activities and individual questionnaires. The course content covers the knowledge, skills and attitudes necessary for effective HIV/AIDS workplace management.

Course Outline

Module 1: Assessing and deepening your knowledge of HIV/AIDS
Questionnaire to assess your current understanding of the HIV/AIDS pandemic
A brief history of HIV and AIDS
HIV/AIDS and the immune system
The stages of HIV
Knowledge is power / prevention
The Gender dimension of HIV/AIDS

Module 2: Counselling, Testing and Treatment
What and why of Voluntary Counselling and Testing
Workplace voluntary counselling and testing
Principles of counselling
Testing for HIV/AIDS
Human responses to HIV infection and the grief cycle
What are anti-retroviral drugs and how do they work
Treatment for opportunistic infections

Module 3: Promoting a non-discriminatory work environment
Managing issues in the workplace – privacy, confidentiality, types of unfair discrimination
Stigma
Measures for countering discrimination in the workplace
Formulating a workplace response to HIV/AIDS
Principles to guide a workplace response to HIV/AIDS
Rights of people living with HIV
Rights of employees

All registered delegates will receive this tablet

28 -29 July 2014
@ The Aviator Hotel,
OR Tambo Airport, JHB

For bookings call: +27 11 058 1841, FAX: 086 569 2458
E-MAIL: INFO@CHAMCOTRAINING.COM
Module 4: Preparing to deal with the effects of HIV/AIDS in your unit

Scope and areas of impact – structure of unit, historical overview of unit or department, role and job changes, policies and procedures, finance, human resources, business culture, communication and training
Formulating a report
Developing an action plan with recommendations
Schedule, budget and monitoring and evaluation tools

Module 5: Workplace HIV/AIDS Policy and Programmes
The main elements of an effective workplace policy
Managing workloads of affected people
Criteria for assessing when employees are too ill to work
Dealing with employees who refuse to work with HIV infected colleagues
Basic principles of employee benefits
Programme issues in the HIV/AIDS Workplace policy
Checklist for a successful HIV/AIDS Programme

Module 6: Dreaded diseases in the work place

Defining dreaded diseases
TB – its nature and transmission and assumptions, fears and prejudices around the disease
Cancer – Its nature, transmission and assumptions, fears and prejudices around the disease
HIV/AIDS – its nature and transmission and assumptions, fears and prejudices surrounding the disease

Your experience of dreaded diseases
Assess the extent of their existing knowledge and experience of HIV/AIDS and dread diseases
Understand what HIV/AIDS is and what causes it
Explain how infection takes place and the progression of the disease
Appreciate the impact of HIV/AIDS on the individual, the family, the workplace, and community

Be familiar with rights of employee and employer related to HIV/AIDS
Conduct an impact analysis for your unit/ department
Identify workplace implementation strategies for HIV/AIDS prevention and treatment
Be able to deal with the fear and stigma of HIV/AIDS
How to develop attitudes and values conducive to creating a positive environment
Develop attitudes and values conducive to creating a supportive environment
Understand how to counsel people affected by HIV/AIDS.
Develop a workplace policy and programme to minimize the negative impact of HIV/AIDS

Accredited by the LGSETA unit standard 13915 at NQF Level 3 with 4 credits
Registration Form  28-29 July 2014 @ The Aviator Hotel, OR Tambo Airport, JHB

Fax/Email Completed Registration Form to: 086 569 2458/info@chamcotraining.com

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**AUTHORISATION:** Signatory must be authorised to sign on behalf of the Company

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**Payment Methods**

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**Delegate Terms and Conditions (payment & attendance)**

STANDARD TERMS AND CONDITIONS PAYMENT: Payment is due in full 7 days from the date of the invoice. Your registration will not be confirmed until payment is received and may be subject to cancellation. No seats will be reserved, unless Chamco Training receives a signed registration form.

CANCELLATION, POSTPONEMENT AND SUBSTITUTION POLICY: You may substitute delegates at any time by providing reasonable advance notice to Chamco Training. For any cancellations received in writing not less than eight (8) days prior to the event, you will receive a 90% credit to be used at another Chamco Training conference which must occur within one year from the date of issuance of such credit. An administration fee of 10% of the contract fee will be retained by Chamco Training for all Permitted cancellations. No credit will be issued for any cancellations occurring within seven (7) days (inclusive) of the conference. In the event that Chamco Training cancels an event for any reason, you will receive a credit for 100% of the contract fee paid. You may use this credit for another Chamco Training event to be mutually agreed with Chamco Training, which must occur within one year from the date of cancellation. In the event that Chamco Training postpones an event for any reason and the delegate is unable or unwilling to attend on the rescheduled date, you will receive a credit for 100% of the contract fee paid. You may use this credit for another Chamco Training event to be mutually agreed with Chamco Training which must occur within one year from the date of postponement. Except as specified above, no credits will be issued for cancellations. There are no refunds given under any circumstances. Chamco Training is not responsible for any loss or damage as a result of a substitution, alteration or cancellation/postponement of an event. Chamco Training shall assume no liability whatsoever in the event this conference is cancelled, rescheduled or postponed due to a fortuitous event, Act of God, unforeseen occurrence or any other event that renders performance of this conference impracticable, illegal or impossible. For purposes of this clause, a fortuitous event shall include, but not be limited to: war, fire, labour strike, extreme weather or other emergency. Chamco Training PROGRAMME CHANGES: Please note that speakers and topics were confirmed at the time of publishing; however circumstances beyond the control of the organisers may necessitate substitutions, alterations or cancellations of the speakers and/or topics. As such, Chamco Training reserves the right to alter or modify the advertised speakers and/or topics if necessary.