# Action Plan: JUSTICE FOR SMALL-MEDIUM & MICRO ENTERPRISES (JSMME)

As an Information and Management professional for JUSTICE FOR SMALL-MEDIUM & MICRO ENTERPRISES (JSMME), your primary goal is to translate the organization's stated services into actionable projects that build internal capacity and enhance member value before the end of the year.  
  
The action plan below is structured around your company's core service areas, with realistic deadlines leading up to the target date of December 15th.

## Action Plan: October 10 - December 15

This plan focuses on immediate deliverables in Human Resources (HR) Advancement and foundational work for Industrial Relations (IR) and National Bargaining Council (NBC) services.

### I. Human Resource Advancement & Compliance

1. 1. OHS Training Needs Assessment & Implementation

Service Area: Occupational Health & Safety

Target Completion: November 14 (Week 5)

Key Activities & Rationale: A. Assessment (Week 1-2): Identify the specific safety training needs for employees and supervisors. B. Training (Week 3-5): Implement foundational safety training (e.g., Hazard Identification, Incident Reporting, First Aid). Ensure all training is documented for compliance.

1. 2. Skills Development Needs Assessment (TNA)

Service Area: Training and Skills Development

Target Completion: November 7 (Week 4)

Key Activities & Rationale: A. Data Collection (Week 1-3): Define organizational goals and collect data (e.g., surveys, performance reviews) from key stakeholders and job groups to identify performance gaps and required skills. B. Data Analysis (Week 4): Analyze TNA data to finalize a list of priority skills for development.

1. 3. Draft Key Employer-Formulated Policy

Service Area: Employer-Formulated Policies

Target Completion: November 21 (Week 6)

Key Activities & Rationale: A. Drafting (Week 5): Select one high-priority policy (e.g., Disciplinary Code or Leave Policy). Draft the policy based on legal compliance and best practice. B. Internal Review (Week 6): Circulate the draft to the CEO/Directors for internal feedback and revisions. Simple policy drafting and review can take 2-3 weeks.

1. 4. Standard Employment Contract Review

Service Area: Draft Employment Contracts

Target Completion: November 28 (Week 7)

Key Activities & Rationale: A. Review (Week 7): Review the current standard contract template to ensure it includes all mandatory information (e.g., job title, compensation, hours, leave). B. Update (Week 7): Incorporate necessary clauses (e.g., PILON, confidentiality) and ensure alignment with the latest Main Collective Agreement.

1. 5. Skills Development Plan (SDP) Drafting

Service Area: Training and Skills Development

Target Completion: December 12 (Week 9)

Key Activities & Rationale: A. Plan Formulation (Week 8-9): Based on the TNA results (Action 2), draft the formal Skills Development Plan, including targeted training recommendations, timelines, and resources needed. This output prepares the company for any relevant annual submissions.

### II. Industrial Relations & National Bargaining Council

1. 6. Collective Bargaining Preparation Phase

Service Area: Collective Bargaining

Target Completion: October 31 (Week 3)

Key Activities & Rationale: A. Data & Demand Gathering (Week 1-3): Begin the essential pre-negotiation stage. Collect and organize data on current wages, working conditions, and the cost of any proposed changes. Solicit feedback/demands from members to establish negotiation priorities.

1. 7. Legal and NBC Compliance Audit

Service Area: Legal Compliance, Compliance Monitoring

Target Completion: December 5 (Week 8)

Key Activities & Rationale: A. Audit Checklist (Week 1-2): Create a comprehensive compliance checklist focusing on the provisions of the Main Collective Agreement (as monitored by NBCPSS) and general labor law. B. Internal Review (Week 3-8): Review member practices against the checklist to identify any current risk areas or non-compliance issues.

1. 8. Establishment of Benefit Scheme (Feasibility Study)

Service Area: Establishment of Benefit Schemes

Target Completion: December 15 (Week 10)

Key Activities & Rationale: A. Research (Week 8-9): Research different benefit schemes (e.g., pension funds, medical aid) and their administrative requirements and costs. B. Recommendation (Week 10): Prepare a short feasibility report for the CEO/CFO on 1-2 recommended options, including estimated setup time and ongoing costs.

## Summary & Next Steps (Post-December 15th)

By December 15th, you will have achieved:  
  
• Foundational HR Documents: A new key company policy drafted and a fully reviewed and compliant employment contract template.  
  
• Strategic Clarity: A completed TNA and a drafted Skills Development Plan to guide all training initiatives for the next year.  
  
• Compliance: Initial compliance review completed and OHS training implemented for key personnel.  
  
• IR Preparedness: The Collective Bargaining team will have all necessary data and member demands organized for the negotiation phase.