

## MODULE 11

# Developing your People Management Plan

PRESENTER: KULANI SHILUVANE, FOUNDER, SHILUVAH, YOUR PEOPLE MANAGEMENT SOLUTIONIST

The advertisement features a smiling woman in a white chef's uniform with a logo that reads "ANTOGRACE MORE THAN JUST FOOD". She is standing behind a counter with various Sunlight products, including a green bottle of dish soap, a yellow packet of hand wash powder, and a yellow bottle of fabric conditioner. A chalkboard in the background has "WELCOME" written on it. The Sunlight logo and "Lionesses of Africa" branding are visible in the top left. The Unilever logo is in the top right. A yellow banner at the bottom left says "It's your time to shine!".

**Sunlight** | Lionesses of Africa

**WOMEN ENTREPRENEURS  
START-UP  
ACCELERATOR  
PROGRAMME**

**It's your time to shine!**

**ANTOGRACE**  
MORE THAN JUST FOOD

**Sunlight**  
2in1  
Hand Wash Powder

**Sunlight**  
FABRIC CONDITIONER

**Sunlight**  
SOAP

**Unilever**





# Kulani Shiluvane

Founder, Shiluvah

"Your People Management Solutionist"



# Developing Your People Management Plan



## Overview

Developing an HR strategy for your start-up:

- How to avoid common HR mistakes
- How to create an employee handbook and HR operations manual
- Recruitment tips
- Rewards Benefits and Compensation
- Managing employees
- Handling terminations



# Developing an HR Strategy for your start-up



It starts with YOU

**Why** – did you start your business and what does this look like from an HR perspective

**What** – kind of business are you trying to build from an HR perspective

**How** – will you ensure that your why and what are realised and continue to be realised on your business journey?



# How to avoid common HR mistakes



1. Not communicating your vision
2. Not understanding what is required by law
3. Not having an HR strategy and plan in place
4. Neglecting the onboarding process
5. Lack of employee development



# How to create an employee handbook and HR operations manual



These two documents are always created with your employees in mind:

## 1. Handbook

Used as an onboarding tool to give new (and existing) employees a lay of the land

## 2. Operations manual

This is where your policies, procedures and SOPs (standard operating procedures) are housed – how the lay of the land is run/operates



### CONTENTS

1. Introduction
2. Welcome from Management
3. About Shiluvah
4. Our Values
5. Our Value Proposition
6. Who We Serve
7. Our Strategic Pillars
8. Policies and Procedures
9. Shiluvah Standard's Guides (Disciplinary and Grievance Code)



# Recruitment Tips



## Do's and Don'ts

### Do's

1. Plan
2. Search far and wide
3. Look for transferable skills
4. Understand the type of employment you are offering and your obligations as an employer

### Don'ts

1. Stay away from the triple Fs – family, friend, familiar
2. Wait to find the perfect candidate
3. Don't rush the process (but also don't take forever)
4. Rely too heavily on the CV



# Rewards, Benefits and Compensation



Get the basics right – PAYE, UIF COIDA, leave etc.

Understand your place in the market and make peace with it

Be creative



# Managing Employees



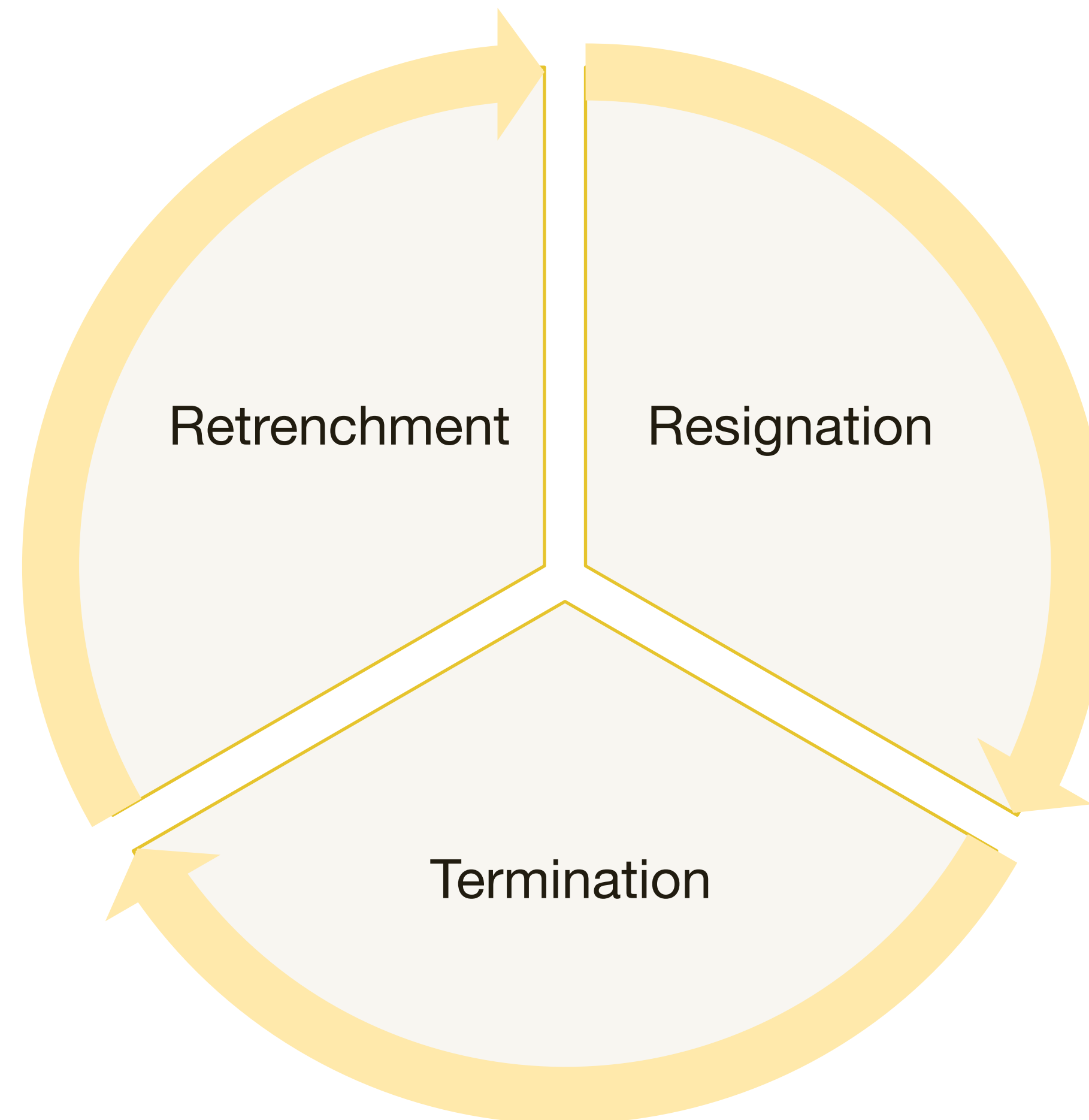
**PSA** – Managing people is HARD...

**Manage:** comes from the Italian word “*maneggiare*” meaning to **handle** or to **train**

1. First you need to be able to manage yourself
2. Create a culture that is conducive but be firm
3. People are both individuals and teams – you need to manage both
4. Performance and productivity are key
5. Document everything (not only in the bad times)



# Handing Terminations





# Handing Terminations



## Resignation

Learn to let people go  
so they can grow



# Handing Terminations



## Termination

Fair Labour Practice



# Handing Terminations



**Retrenchment**  
s189 LRA



# Resources



[www.smelaboursupport.org.za](http://www.smelaboursupport.org.za)

CCMA app

Blogs

Consultant / Share / Collaborate

Mentor





**THANK YOU**



Sunlight



# WOMEN ENTREPRENEURS START-UP ACCELERATOR PROGRAMME

It's your time to shine!



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WELCOME TO ANTOGRACE MEN