

Course No. 1981

Employment Law & HR Legal Compliance Training Course

EMPLOYEE RELATIONS, LABOR LAW & HR COMPLIANCE
HUMAN RESOURCES & TALENT MANAGEMENT

DURATION

5 Days

DELIVERY

Classroom



Course Overview

The Employment Law & HR Legal Compliance Training Course provides a practical and strategic framework for understanding employment-related legal requirements and integrating them into human resources policies, procedures, and day-to-day workforce management. The program helps HR and management professionals strengthen legal awareness, reduce employment-related risks, and support fair, consistent, and well-governed employment practices.

Participants will examine the legal dimensions of the employee lifecycle, including recruitment, employment contracts, working conditions, compensation, working hours, leave, employee conduct, performance management, disciplinary procedures, termination, and post-employment matters. The course focuses on translating legal principles into practical HR processes while recognizing that specific legal requirements vary by jurisdiction.

A key component of the program is HR legal compliance and risk management. Participants will learn how to identify potential compliance gaps, review HR documentation, establish appropriate controls, manage employment records, and develop processes that support consistent application of employment requirements. The course also addresses employee rights, employer responsibilities, workplace disputes, grievances, investigations, and termination-related risks.

Through case studies, contract and policy review exercises, compliance assessments, workplace scenarios, and practical risk analysis, participants will develop the ability to recognize legal and procedural risks before they escalate. The course is designed to support collaboration between HR, management, legal, and compliance functions and to strengthen the organization's overall employment governance framework.

Objectives

- By the end of the course, participants will be able to:
- Explain the fundamental principles of employment law relevant to HR management.
- Identify key legal considerations throughout the employee lifecycle.
- Evaluate HR policies and procedures from a legal compliance perspective.
- Assess employment contracts and related documentation for potential risks.
- Distinguish employer responsibilities from employee rights and obligations.

- Identify common employment compliance risks and potential areas of exposure.
- Apply appropriate legal compliance principles to recruitment and employment practices.
- Evaluate working conditions, working hours, leave, and compensation practices.
- Strengthen disciplinary, grievance, and workplace investigation processes.
- Assess legal and procedural risks associated with employee termination.
- Establish appropriate HR documentation and recordkeeping practices.
- Develop practical HR compliance controls and review mechanisms.
- Manage employment-related disputes and escalation risks effectively.
- Strengthen coordination between HR, legal, compliance, and management.
- Develop risk-based approaches to monitoring HR legal compliance.
- Establish a sustainable framework for continuous improvement of HR legal compliance.

Who Should Attend

This course is designed for HR directors and managers, HR business partners, employee relations specialists, HR operations professionals, HR policy specialists, and professionals responsible for employment practices, workforce governance, and HR compliance.

It is also suitable for legal and compliance professionals, department heads, line managers, supervisors, payroll professionals, workforce planning specialists, internal control professionals, and senior executives who are involved in employment decisions or workforce-related risk management.

The program is particularly relevant to government entities, ministries, banks and financial institutions, oil and gas organizations, multinational corporations, industrial companies, and large private-sector institutions seeking to strengthen employment governance, HR compliance, workforce risk management, and consistency in employment practices.

Learning Outcomes

- Upon completion of the course, participants will be able to:
- Interpret key employment law principles within an HR management context.
- Map legal and compliance requirements across the employee lifecycle.

- Identify potential legal risks in recruitment, employment, and workforce management.
- Review employment contracts and HR documents using structured compliance criteria.
- Evaluate HR policies and procedures for legal and procedural gaps.
- Assess employer and employee responsibilities in workplace situations.
- Identify risks associated with working conditions, working hours, leave, and compensation.
- Strengthen disciplinary and grievance processes from a compliance perspective.
- Apply appropriate principles to workplace investigations and employee relations cases.
- Assess termination and separation processes for potential employment risks.
- Establish effective HR documentation and recordkeeping practices.
- Develop HR compliance checklists and monitoring mechanisms.
- Analyze employment disputes and identify appropriate risk responses.
- Prepare management reports highlighting HR legal compliance risks and priorities.
- Improve coordination between HR, legal, compliance, and operational management.
- Develop an HR legal compliance improvement roadmap.

Course Outline

DAY 01

Foundations of Employment Law and HR Legal Compliance

- Principles and purpose of employment law.
- The relationship between employment law and HR management.
- Employer rights, responsibilities, and obligations.
- Employee rights, responsibilities, and workplace expectations.
- Sources of employment requirements and organizational obligations.
- Legal compliance throughout the employee lifecycle.
- HR policies, procedures, and legal requirements.
- Identifying employment-related legal risks.
- Compliance responsibilities and accountability.
- Common HR legal compliance challenges.
- Building a risk-aware HR culture.

DAY 01 — CONTINUED

PRACTICAL APPLICATION

Map key employment requirements across the employee lifecycle and identify potential compliance risks within a selected organization.

DAY 02**Recruitment, Employment Contracts and Working Conditions**

- Legal considerations in recruitment and selection.
- Fair and consistent employment practices.
- Employment offers and contractual documentation.
- Essential elements of employment agreements.
- Job responsibilities and employment conditions.
- Working hours and working arrangements.
- Leave and employee entitlements.
- Compensation and employment-related benefits.
- Confidentiality and employee information.
- Changes to employment terms and conditions.
- HR documentation and recordkeeping.

PRACTICAL APPLICATION

Review a sample employment agreement and HR documentation to identify potential compliance gaps and areas requiring clarification.

DAY 03**Employee Relations, Discipline and Workplace Investigations**

- Legal considerations in employee relations.
- Workplace conduct and employee responsibilities.
- Disciplinary procedures and procedural fairness.
- Managing employee misconduct.
- Grievance and complaint handling.

DAY 03 — CONTINUED

- Workplace investigations and evidence management.
- Employee interviews and documentation.
- Confidentiality and protection of sensitive information.
- Managing workplace conflicts and disputes.
- Consistency in HR decisions.
- Preventing escalation of employee relations risks.

PRACTICAL APPLICATION

Analyze a workplace complaint and develop an appropriate HR response, investigation approach, documentation process, and risk management actions.

DAY 04

Termination, Employment Disputes and Risk Management

- Principles governing employment separation.
- Voluntary and involuntary termination considerations.
- Managing termination processes consistently.
- Documentation and decision-making.
- Notice, final payments, and separation requirements.
- Reducing termination-related risks.
- Employment disputes and escalation.
- Managing employee claims and complaints.
- Settlement and resolution considerations.
- Learning from employment disputes.
- Integrating legal risk management into HR decision-making.

PRACTICAL APPLICATION

Assess a complex employee separation case, identify potential risks, and develop a structured approach for managing the process.

DAY 05

HR Compliance Governance, Auditing and Continuous Improvement

- HR legal compliance governance.
- Roles of HR, legal, compliance, management, and internal control.
- Developing HR compliance policies and procedures.
- HR compliance checklists and control frameworks.
- Monitoring compliance and identifying gaps.
- Reviewing HR documentation and records.
- Compliance reporting and management escalation.
- Risk-based HR compliance assessments.
- Corrective and preventive actions.
- Preparing for regulatory or internal reviews.
- Building a sustainable HR compliance framework.
- Continuous improvement of HR legal practices.

FINAL WORKSHOP

Develop an integrated Employment Law & HR Legal Compliance framework for a selected organization, covering employee lifecycle requirements, contracts, policies, working conditions, employee relations, disciplinary processes, investigations, termination, documentation, compliance controls, risk assessment, reporting, governance, and continuous improvement.

Register or Request More Information

Course page: <https://quest-training.com/courses/employment-law-hr-legal-compliance-training-course>

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