

5-day Interactive Training Course

Employment Legislation & Industrial Relations

Globalisation and Cross-Border Employment Issues

23 Sep - 27 Sep 2024	Astana - Kazakhstan	US\$ 5,950
25 Nov - 29 Nov 2024	Dubai - UAE	US\$ 4,950
24 Feb - 28 Feb 2025	Dubai - UAE	US\$ 4,950
16 Jun - 20 Jun 2025	Dubai - UAE	US\$ 4,950
22 Sep - 26 Sep 2025	Kuala Lumpur - Malaysia	US\$ 5,950
24 Nov - 28 Nov 2025	Dubai - UAE	US\$ 4,950



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About the Course

Navigating the intricate landscape of employment legislation and industrial relations is paramount for organisations aiming to foster a compliant, equitable, and harmonious workplace environment. This 5-day comprehensive Employment Legislation & Industrial Relations training course is designed to equip delegates with essential knowledge and practical skills in employment law and industrial relations. Understanding the legal frameworks and best practices is crucial for ensuring organisational integrity and employee satisfaction. Delegates will know the foundational aspects of employment law, exploring key legislation and gain insights into different types of employment contracts, employee rights and responsibilities, and essential compliance requirements. It will elucidate the complexities of industrial relations, covering topics like collective bargaining, negotiation strategies, and conflict resolution techniques essential for maintaining productive employer-employee relationships.

Moreover, this training program will focus on practical applications, emphasizing the management of employment contracts, effective communication strategies, and the promotion of positive workplace relations. Delegates will also learn about grievance handling procedures, employee engagement strategies, and the role of leadership in fostering a supportive organisational culture. They will be equipped with actionable insights and tools to implement best practices in compliance management and industrial relations, ensuring organisational success and employee well-being. It deepens their understanding of employment legislation and industrial relations enhancing their professional competencies, fortify legal compliance within the organisation, or optimise employee relations, it provides a comprehensive foundation and practical guidance tailored to meet the demands of today's dynamic workplace environments.

Core Objectives

The delegates will achieve the following objectives:

- Understand the foundational principles and scope of employment law
- Identify and differentiate between various types of employment contracts and their implications for employers and employees
- Gain insights into employee rights and responsibilities as mandated by relevant laws and regulations
- Develop proficiency in handling discrimination issues and promoting equal employment opportunities within the workplace
- Acquire knowledge of health and safety regulations to ensure compliance and promote a safe work environment
- Learn effective negotiation skills and strategies for managing industrial relations, including collective bargaining agreements

- Master techniques for resolving conflicts and grievances in accordance with legal and organisational policies
- Enhance skills in drafting, interpreting, and enforcing employment contracts to mitigate legal risks
- Explore best practices for promoting positive workplace relationships, diversity, and inclusion
- Develop a strategic approach to HR policies and practices that align with legal requirements and organisational goals

Training Approach

This training course integrates interactive lectures with practical case studies and group discussions to facilitate active learning and application of concepts. Delegates will engage in role-playing exercises and simulations to enhance understanding of real-world scenarios in employment law and industrial relations.

The Attendees

This training course is suitable for HR professionals, managers, supervisors, and legal professionals seeking to deepen their understanding of employment legislation and industrial relations. It is ideal for those responsible for ensuring legal compliance, managing employee relations effectively, and fostering a positive workplace environment. It provides essential insights and practical tools applicable across various industries and organisational sizes.

Likewise, it will be valuable to the professionals but not limited to the following:

- Human Resources Managers
- HR Generalists
- Employee Relations Specialists
- Labor Relations Managers
- Compliance Officers
- Legal Counsel and Attorneys
- Managers and Supervisors
- Team Leaders
- Business Owners and Entrepreneurs
- Anyone involved in personnel management and workplace compliance

DAILY DISCUSSION

DAY ONE

FOUNDATIONS OF EMPLOYMENT LAW AND REGULATORY FRAMEWORK

- Introduction to Employment Law
- Sources of Employment Law: Statutory, Common Law, Regulatory
- Key Employment Legislation
- Types of Employment Contracts:
 - Permanent
 - Fixed-Term
 - Part-Time
 - Casual
- Employee Rights and Responsibilities
- Discrimination and Equal Employment Opportunity Laws
- Health and Safety Regulations
- Privacy and Data Protection Laws (GDPR, CCPA)
- Employment Standards and Wage Regulations
- Compliance Requirements in Employment Law

DAY TWO

INDUSTRIAL RELATIONS FRAMEWORK

- Understanding Industrial Relations
- Role of Trade Unions and Employee's Associations
- Collective Bargaining Agreements
- Negotiation Skills in Industrial Relations
- Strikes, Lockouts, and Industrial Action
- Employee Representation and Consultation
- Managing Employer-Employee Relations
- Workplace Policies and Procedures
- Grievance Handling Procedures
- Legal Aspects of Industrial Relations

DAY THREE

EMPLOYMENT CONTRACTS AND AGREEMENTS

- Types and Components of Employment Contracts
- Contract Negotiation, Drafting, and Interpretation
- Enforcement and Termination of Contracts
- Redundancy and Layoff Procedures
- Contractual Disputes and Resolutions
- Employee Benefits and Compensation

- Flexible Work Arrangements
- Policies for Work-Life Balance
- Non-compete and Confidentiality Agreements
- Compliance in Contract Management

DAY FOUR

WORKPLACE RELATIONS MANAGEMENT

- Building Positive Workplace Relationships
- Effective Communication Strategies
- Conflict Resolution Techniques
- Mediation and Arbitration Processes
- Managing Workplace Diversity
- Preventing Workplace Harassment and Discrimination
- Ethical Considerations in Workplace Relations
- Leadership's Role in Employee Relations
- Employee Engagement Strategies
- Cultural Sensitivity and Inclusivity in the Workplace

DAY FIVE

COMPLIANCE AND BEST PRACTICES IN HR

- Ensuring Legal Compliance in HR Practices
- HR Policies and Procedures Review
- Adapting to Legislative Changes in HR
- Technology and HR Management
- Data Privacy and Security in HR
- Regulatory Compliance Audits
- Best Practices in Industrial Relations
- Strategic HR Planning for Compliance
- Continuous Improvement in HR Practices
- Documentation and Record-keeping in HR



THE CERTIFICATE

XCalibre Training Centre Certificate of Completion will be provided to delegates who attended and completed the training course.