Collective Agreement Drafting and Review Training Course

Professional Development Training Course Outline

Category	Trade Unions	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Collective bargaining and labor relations are at the heart of modern workforce governance, industrial harmony, and sustainable employment relations. This training course on Collective Agreement Drafting and Review is designed to equip participants with advanced competencies in labor law compliance, negotiation strategy, HR policy alignment, and dispute resolution frameworks. Collective Agreement Drafting and Review Training Course focuses on building strong technical capacity in drafting legally sound, enforceable, and strategically balanced collective agreements that protect both employer and employee interests while ensuring organizational productivity and compliance with national and international labor standards.

In an era of evolving gig economy regulations, workplace digitization, and labor rights activism, organizations must adopt a proactive approach to collective bargaining. This course integrates best practices in industrial relations, modern contract drafting techniques, stakeholder engagement strategies, and risk mitigation tools. Participants will gain hands-on expertise in reviewing and refining agreements to minimize conflict, enhance workplace stability, and support sustainable organizational growth through structured labor-management collaboration.

Programme Curriculum

Collective Agreement Drafting and Review Training Course

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Course Duration

5 days

Course Objectives

1. Master collective bargaining frameworks and negotiation dynamics
2. Develop advanced skills in collective agreement drafting and structuring
3. Understand labor law compliance and regulatory alignment
4. Apply industrial relations best practices in workplace governance
5. Enhance conflict resolution and grievance handling mechanisms
6. Strengthen stakeholder engagement and negotiation strategy
7. Analyze employment contracts and union agreements critically
8. Implement risk mitigation in labor agreements
9. Improve policy harmonization across HR systems
10. Build capacity in dispute prevention and arbitration readiness
11. Integrate equity, diversity, and inclusion (EDI) principles
12. Apply comparative labor relations analysis across sectors
13. Strengthen strategic workforce planning through collective agreements

Target Audience

1. Human Resource Managers and HR Business Partners
2. Labor Relations Officers and Industrial Relations Specialists
3. Union Representatives and Shop Stewards
4. Legal Advisors and Employment Law Practitioners
5. Government Labor Inspectors and Policy Officers
6. Organizational Development Consultants
7. Senior Managers and Executives involved in negotiations
8. Payroll and Compliance Officers handling labor agreements

Course Modules

Module 1: Foundations of Collective Bargaining

- Evolution of collective bargaining systems globally
- Key principles of labor-management relations
- Roles of unions, employers, and government
- Bargaining power dynamics and influence factors
- **Case Study:** Automotive industry union negotiations and wage restructuring

Module 2: Legal Framework and Labor Law Compliance

- National and international labor law standards
- ILO conventions and compliance requirements
- Legal enforceability of collective agreements
- Jurisdictional differences in labor legislation
- **Case Study:** Cross-border labor dispute resolution in multinational firms

Module 3: Drafting Structured Collective Agreements

- Standard clauses in collective agreements
- Salary, benefits, and working conditions structuring
- Language precision and legal interpretation risks
- Alignment with HR policies and organizational strategy
- **Case Study:** Healthcare sector collective agreement restructuring

Module 4: Negotiation Strategies and Techniques

- BATNA (Best Alternative to a Negotiated Agreement) application
- Interest-based vs positional bargaining
- Psychological tactics in negotiation
- Managing deadlocks and negotiation breakdowns
- **Case Study:** Public sector wage negotiation strike avoidance

Module 5: Dispute Resolution and Grievance Mechanisms

- Grievance handling procedures and escalation paths
- Arbitration and mediation frameworks
- Role of conciliation in labor disputes
- Early warning systems for conflict prevention
- **Case Study:** Mining industry labor strike mediation success

Module 6: Review and Amendment of Collective Agreements

- Identifying legal and operational gaps
- Updating agreements based on policy changes
- Monitoring compliance and enforcement mechanisms
- Revision cycles and stakeholder consultation
- **Case Study:** Retail sector contract revision during inflation surge

Module 7: Strategic Industrial Relations Management

- Building long-term labor-management trust
- Employee engagement and communication strategies
- Productivity-linked bargaining approaches
- Organizational culture and industrial peace
- **Case Study:** Manufacturing firm productivity-linked wage agreement

Module 8: Future of Work and Collective Agreements

- Impact of AI and automation on labor relations
- Gig economy and non-traditional employment contracts
- Digital HR systems in agreement management
- Sustainable and flexible work arrangements

- **Case Study:** Tech industry remote work collective agreement design

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

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