Employment Contracts and Labour Protection 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

This intensive training course equips participants with practical skills in employment law compliance, contract management, workplace dispute resolution, employee engagement, occupational safety, diversity and inclusion, HR risk management, and modern labour protection strategies aligned with global best practices and emerging workplace trends such as ESG compliance, remote workforce governance, AI-driven HR systems, and employee wellbeing.

Employment Contracts and Labour Protection Training Course provides participants with a comprehensive understanding of employment relationships from recruitment to termination while addressing critical areas. Through practical case studies, legal simulations, real-world scenarios, and interactive workshops, participants will strengthen their capacity to develop legally compliant employment contracts, manage labour disputes proactively, reduce litigation risks, improve employee retention, and create resilient and inclusive workplaces that align with international labour standards and evolving employment trends.

Programme Curriculum

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Course Duration

5 Days

Course Objectives

By the end of this training, participants will be able to:

1. Understand modern employment law frameworks and labour compliance requirements.
2. Develop legally compliant employment contracts using global HR best practices.
3. Strengthen workforce governance and HR risk management systems.
4. Apply workplace dispute resolution and conflict management techniques.
5. Enhance employee engagement, retention, and workplace wellbeing strategies.
6. Conduct labour compliance audits and workplace investigations effectively.
7. Implement occupational health and safety compliance measures.
8. Manage remote workforce policies and hybrid work arrangements.
9. Address diversity, equity, inclusion, and anti-harassment compliance obligations.
10. Improve industrial relations and collective bargaining negotiation skills.
11. Utilize HR analytics and AI-driven workforce management tools responsibly.
12. Ensure compliance with employee data privacy and digital workplace regulations.
13. Build sustainable labour protection systems aligned with ESG and international labour standards.

Target Audience

This course is designed for:

1. Human Resource Managers and HR Officers
2. Labour Relations and Industrial Relations Professionals
3. Legal Advisors and Employment Law Practitioners
4. Compliance and Risk Management Officers
5. Trade Union Representatives
6. Operations and Administrative Managers
7. Government Labour Officers and Regulators
8. Business Owners, Entrepreneurs, and Organizational Leaders

Course Modules

Module 1: Fundamentals of Employment Contracts

- Types of employment contracts and legal implications
- Essential clauses in employment agreements
- Fixed-term, casual, freelance, and gig economy contracts
- Contract drafting and negotiation techniques
- Legal risks in poorly drafted contracts
- **Case Study:** Analysis of a wrongful termination dispute resulting from unclear contractual clauses.

Module 2: Labour Laws and Regulatory Compliance

- National and international labour law frameworks
- Employment standards and worker rights
- Wage regulations and working hours compliance
- Labour inspections and compliance audits
- Penalties for non-compliance
- **Case Study:** Review of an organization fined for labour law violations and corrective compliance measures.

Module 3: Workplace Policies and Employee Protection

- Anti-harassment and discrimination policies
- Employee wellbeing and mental health frameworks
- Occupational health and safety compliance
- Whistleblower protection systems
- Workplace ethics and code of conduct
- **Case Study:** Managing workplace harassment complaints through policy enforcement and investigations.

Module 4: Employee Relations and Conflict Resolution

- Grievance handling procedures
- Workplace mediation and negotiation skills
- Managing disciplinary procedures
- Industrial relations and union engagement
- Preventing workplace conflicts
- **Case Study:** Resolving a labour strike through collective bargaining and stakeholder engagement.

Module 5: Recruitment, Onboarding, and Workforce Governance

- Legally compliant recruitment practices
- Background checks and employee verification
- Probation management and onboarding compliance
- Digital recruitment and AI hiring ethics
- Employee documentation management
- **Case Study:** Addressing discrimination claims arising from biased recruitment processes.

Module 6: Termination, Redundancy, and Exit Management

- Lawful termination procedures
- Redundancy and restructuring compliance
- Exit interviews and separation management
- Handling unfair dismissal claims
- Post-employment obligations and restrictive covenants
- **Case Study:** Managing organizational restructuring while minimizing legal and reputational risks.

Module 7: Digital HR, Data Privacy, and Emerging Workplace Trends

- HR digital transformation strategies
- Employee data protection and privacy compliance
- Remote workforce governance

- AI and automation in HR management
- Cybersecurity considerations in employee records
- **Case Study:** Responding to employee data breaches and digital HR compliance failures.

Module 8: Strategic Labour Protection and Organizational Sustainability

- ESG and sustainable workforce management
- Diversity, equity, and inclusion initiatives
- Corporate social responsibility in labour practices
- Building resilient workforce protection systems
- Future trends in employment and labour regulation
- **Case Study:** Developing a sustainable labour protection strategy for a multinational organization.

Training Methodology

- 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
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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