Training Course on Ethical HR Practices and Employee Privacy

Professional Development Training Course Outline

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

Course Introduction

Training Course on Ethical HR Practices and Employee Privacy provides essential knowledge and practical strategies for Human Resources professionals, managers, and organizational leaders navigating the complex landscape of **ethical HR practices** and **employee privacy**. In an era of rapid technological advancement and increasing data scrutiny, understanding and implementing robust **data protection**, fostering a culture of **integrity**, and ensuring **legal compliance** are paramount for organizational success and maintaining employee trust. This program delves into critical areas such as **GDPR compliance**, **data security**, **workplace monitoring ethics**, and building a **respectful and inclusive work environment**.

As businesses evolve, the ethical responsibilities of HR are expanding beyond traditional compliance. This course emphasizes the proactive development of **ethical leadership** and **decision-making skills**, focusing on creating a **transparent workplace culture** that champions **employee well-being** and safeguards **personal data**. Participants will gain actionable insights into navigating **complex ethical dilemmas**, mitigating **legal risks**, and fostering an environment where employees feel valued, protected, and empowered, ultimately strengthening **employer brand** and ensuring **sustainable talent management**.

Programme Curriculum

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Course Objectives

1. Comprehend the intricacies of **General Data Protection Regulation (GDPR)** and other global **data privacy laws** impacting HR.
2. Implement best practices for **employee data collection**, storage, processing, and retention in compliance with evolving regulations.
3. Develop ethical frameworks for **workplace surveillance**, **digital monitoring**, and the use of **AI in HR** while respecting employee rights.
4. Equip participants with practical tools for **ethical dilemma resolution** and **integrity-driven leadership**.
5. Understand and apply robust **cybersecurity measures** and **data breach prevention** strategies relevant to HR data.
6. Promote open communication, **psychological safety**, and accountability in all HR practices.
7. Identify and reduce exposure to **employment law violations**, **discrimination claims**, and **brand damage**.
8. Integrate ethical principles into **DEI initiatives** for genuinely inclusive workplaces.
9. Design fair, unbiased **hiring practices** and **onboarding processes** that respect candidate privacy.
10. Understand ethical considerations for **hybrid work models**, **remote employee privacy**, and performance management.
11. Create and implement **compliant HR policies** that reflect ethical standards and legal obligations.
12. Build a foundation of trust through **fair treatment**, **employee advocacy**, and **ethical conduct** .
13. Anticipate and adapt to future challenges in **HR technology ethics**, **AI in HR**, and **ESG in HR**.

Organizational Benefits

- Minimize the risk of costly lawsuits, fines, and penalties related to data breaches, discrimination, and privacy violations.
- Attract and retain top talent by demonstrating a strong commitment to ethical practices and employee well-being.
- Foster a positive and trustworthy work environment, leading to increased engagement, productivity, and loyalty.

- Embed a proactive approach to legal and ethical compliance throughout the organization.
- Empower HR professionals and leaders to make sound, ethical decisions that align with organizational values and legal requirements.
- Protect sensitive employee and company data from breaches and misuse, safeguarding organizational assets.
- Build a resilient workforce through ethical recruitment, development, and retention strategies.

Target Audience

1. Human Resources Professionals (all levels)
2. HR Managers and Directors
3. Legal and Compliance Officers
4. Business Leaders and Executives
5. Department Heads and Team Leaders
6. Employees handling sensitive personal data
7. Internal Auditors
8. Anyone responsible for organizational culture and employee well-being

Course Outline

Module 1: Foundations of Ethical HR & Privacy

- Defining HR Ethics in the 21st Century: Beyond Compliance.
- Understanding the Global Regulatory Landscape
- The Interplay of Ethics, Law, and Organizational Culture.
- Developing an Ethical Framework for HR Decision-Making.
- The Role of HR in Promoting a Culture of Integrity and Accountability.
- **Case Study:** *The "Shadow IT" Incident:* A company discovers employees using unauthorized cloud services for HR data. Discussion focuses on ethical obligations, immediate actions, and long-term policy adjustments.

Module 2: Employee Data Privacy & Protection

- Principles of Data Minimization, Purpose Limitation, and Consent.
- Sensitive Personal Data: Special Categories and Enhanced Protections.
- Data Lifecycle Management
- Data Subject Rights
- Vendor Management and Third-Party Data Sharing Ethical Considerations.
- **Case Study:** *The AI-Powered Recruitment Tool:* An organization implements an AI tool for resume screening. Discussion centers on potential biases, data privacy during the application process, and ensuring algorithmic transparency.

Module 3: Ethical Workplace Monitoring & Surveillance

- Legal and Ethical Boundaries of Employee Monitoring
- Bring Your Own Device (BYOD) Policies and Privacy Implications.
- Ethical Use of CCTV and Biometric Data in the Workplace.
- Balancing Productivity Monitoring with Employee Trust and Well-being.
- Transparency and Communication in Monitoring Practices.
- **Case Study:** *The Remote Worker Tracking Software:* A company uses software to track remote employee activity (keystrokes, screenshots). Discussion explores the ethical justification, impact on trust, and alternative approaches.

Module 4: Ethical Recruitment, Onboarding & Performance Management

- Fair Hiring Practices
- Background Checks and Drug Testing.
- Ethical Considerations in Onboarding.
- Performance Management Ethics.
- Addressing Proximity Bias in Hybrid and Remote Work Environments.
- **Case Study:** *The "Unconscious Bias" Interview:* A hiring manager consistently favors candidates from their alma mater. Discussion on identifying and mitigating unconscious bias in the recruitment process.

Module 5: Addressing Discrimination, Harassment & Whistleblowing

- Understanding and Preventing Workplace Discrimination
- Developing Effective Anti-Harassment Policies and Reporting Mechanisms.
- Whistleblower Protection and the Ethical Obligation to Speak Up.
- Conducting Ethical Internal Investigations.
- Creating a Psychologically Safe Environment for Reporting Misconduct.
- **Case Study:** *The Retaliation Claim:* An employee reports sexual harassment and feels retaliated against after the investigation. Discussion focuses on preventing retaliation and ensuring fair outcomes.

Module 6: Remuneration, Benefits & Ethical Offboarding

- Pay Equity and Pay Transparency Regulations.
- Ethical Considerations in Designing Compensation and Benefits Packages.
- Data Privacy in Payroll and Employee Financial Information.
- Ethical Offboarding: Data Retention, Access Revocation, and Exit Interviews.
- Managing Boomerang Employees and Re-hiring Ethics.
- **Case Study:** *The Gender Pay Gap Analysis:* An internal audit reveals a significant gender pay gap. Discussion on ethical obligations to address disparities and implement transparent compensation structures.

Module 7: Emerging Trends & Future of HR Ethics

- AI Ethics in HR: Algorithmic Bias, Transparency, and Human Oversight.
- Employee Well-being and Mental Health: Ethical Responsibilities of Employers.
- ESG (Environmental, Social, Governance) in HR: Ethical Sourcing, Sustainable Practices.
- The Gig Economy and Contingent Worker Ethics.
- Data Ethics and Predictive Analytics in HR.
- **Case Study:** *The Predictive Analytics for Turnover:* An HR department uses data to predict employee turnover. Discussion on the ethical implications of such predictions and potential for bias.

Module 8: Building & Sustaining an Ethical HR Culture

- Developing and Implementing a Comprehensive HR Code of Conduct.
- Effective Ethics Training Programs and Continuous Education.
- Establishing Clear Reporting Channels and Whistleblower Policies.
- Leadership's Role in Modeling Ethical Behavior.
- Regular Ethics Audits and Continuous Improvement.
- **Case Study:** *The "Ethics Champion" Program:* A company launches an initiative to embed ethics into daily operations. Discussion on the challenges and successes of fostering an ethical

culture from the ground up.

Training Methodology

This training course employs a highly interactive and practical methodology designed for adult learners, fostering deep engagement and immediate applicability.

- **Interactive Lectures & Discussions:** Concise presentations combined with open forums for sharing experiences and perspectives.
- **Real-World Case Studies & Scenario Analysis:** In-depth examination of contemporary ethical dilemmas and privacy challenges faced by HR professionals, encouraging critical thinking and problem-solving.
- **Group Activities & Collaborative Exercises:** Practical application of concepts through role-playing, policy drafting, and ethical decision-making simulations.
- **Q&A Sessions with Experts:** Opportunities for direct interaction and clarification on complex legal and ethical topics.
- **Action Planning & Toolkits:** Participants will develop personalized action plans and receive practical templates for implementing ethical HR practices and privacy protocols within their organizations.
- **Blended Learning Approach:** Potentially incorporating pre-reading materials, online resources, and post-training follow-up to reinforce learning.

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.

Trending

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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