Workplace Rights Awareness 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

Workplace Rights Awareness Training Course is designed to strengthen employee understanding of labor laws, ethical workplace conduct, and organizational accountability. In today’s evolving corporate environment driven by ESG standards, DEI frameworks, remote work policies, gig economy expansion, and digital labor transformation organizations must ensure that employees and managers fully understand their rights, responsibilities, and protections. This training equips participants with practical knowledge on harassment prevention, fair labor practices, whistleblowing systems, psychological safety, and equal opportunity compliance, helping build transparent and legally compliant workplaces.

The course integrates global best practices in workplace governance, human rights compliance, occupational safety standards, and employee relations management. It empowers staff to identify violations, respond appropriately to workplace conflicts, and engage reporting mechanisms confidently. By focusing on real-world case scenarios, legal frameworks, and organizational policies, this program fosters a culture of accountability, inclusion, and ethical leadership. It is especially relevant in an era where organizations are expected to demonstrate strong corporate responsibility, labor compliance audits, and employee well-being metrics.

Programme Curriculum

Workplace Rights Awareness Training Course

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Course Duration

5 days

Course Objectives

1. Understand workplace rights frameworks & labor law compliance
2. Recognize and prevent workplace harassment and bullying behavior
3. Apply principles of DEI (Diversity, Equity & Inclusion) in daily operations
4. Strengthen awareness of employee mental health & psychosocial safety
5. Identify violations of fair wage and compensation policies
6. Understand whistleblowing mechanisms and protection laws
7. Promote ethical leadership and corporate governance standards
8. Improve understanding of occupational health and safety (OHS) rules
9. Develop skills in handling grievance redress and conflict resolution
10. Strengthen compliance with remote work and hybrid workplace policies
11. Understand data privacy and employee surveillance regulations
12. Promote awareness of anti-discrimination and equal opportunity laws
13. Build capacity for ESG-aligned workplace accountability reporting

Target Audience

1. Human Resource Managers & Officers
2. Team Leaders and Supervisors
3. Corporate Employees (All Levels)
4. Compliance & Legal Officers
5. Health, Safety & Environment (HSE) Officers
6. Union Representatives & Worker Committees
7. Organizational Executives & Decision Makers
8. Internship & Graduate Trainee Programs

Course Modules

Module 1: Foundations of Workplace Rights & Labor Laws

- Overview of international labor standards
- Employee rights vs employer obligations
- Legal frameworks and compliance basics
- Introduction to labor inspection systems
- Role of HR in rights enforcement

- **Case Study:** A manufacturing firm fined for violating minimum wage laws due to misclassification of contract workers.

Module 2: Workplace Harassment, Bullying & Psychological Safety

- Types of workplace harassment
- Recognizing toxic workplace behavior
- Psychological safety principles
- Reporting and escalation channels
- Organizational response procedures
- **Case Study:** A tech company facing reputational damage after ignored harassment complaints.

Module 3: Diversity, Equity & Inclusion (DEI) Compliance

- Understanding bias and discrimination
- Inclusive hiring and promotion practices
- Gender equality in the workplace
- Disability inclusion policies
- Cultural sensitivity in teams
- **Case Study:** A global firm improving performance after implementing DEI hiring reforms.

Module 4: Whistleblowing, Ethics & Corporate Governance

- Whistleblower protection laws
- Ethical reporting systems
- Fraud detection and prevention
- Anti-retaliation policies
- Governance accountability structures
- **Case Study:** A whistleblower exposing financial fraud in a public corporation.

Module 5: Occupational Health, Safety & Risk Management

- Workplace hazard identification
- Safety compliance protocols
- Emergency preparedness systems
- Risk assessment procedures
- Employee safety rights
- **Case Study:** A construction site reducing accidents by 60% after safety training rollout.

Module 6: Employee Grievance Handling & Conflict Resolution

- Grievance reporting systems
- Mediation and negotiation techniques
- Conflict escalation frameworks
- HR intervention strategies
- Documentation and case handling
- **Case Study:** A retail chain resolving internal disputes through structured mediation processes.

Module 7: Remote Work, Digital Rights & Data Privacy

- Remote work legal frameworks
- Employee monitoring boundaries

- Data protection regulations
- Cybersecurity responsibilities
- Digital workplace ethics
- **Case Study:** A company sued for unauthorized employee surveillance software use.

Module 8: ESG, Corporate Responsibility & Workplace Accountability

- ESG principles in HR systems
- Sustainability and labor practices
- Social responsibility reporting
- Ethical supply chain standards
- Workplace audits and compliance tracking
- **Case Study:** A multinational improving investor confidence through ESG transparency reforms.

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
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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