



# Legal Compliance Training for HR Professionals



INTERNATIONAL ASSOCIATION FOR  
HEALTH AND OCCUPATIONAL  
SAFETY AND THE ENVIRONMENT



Project  
Management  
Institute  
Regional  
Education  
Provider

EFQM  
Member



AMERICAN  
MANAGEMENT  
INSTITUTE



## Course Introduction:

---

In today's rapidly evolving workplace, human resources (HR) professionals play a pivotal role in ensuring that organizations comply with a myriad of legal standards and regulations. Legal compliance is critical not only for protecting the organization from potential liabilities but also for fostering a safe and equitable work environment. This 5-day theoretical training course, "Legal Compliance Training for HR Professionals," is designed to equip participants with the essential knowledge and skills needed to navigate the complexities of employment law and compliance.

Throughout the course, participants will delve into key areas of legal compliance relevant to HR, including labor laws, workplace safety regulations, anti-discrimination laws, and employee rights. Emphasis will be placed on understanding how to implement effective compliance programs, conduct internal audits, and manage workplace investigations. By examining case studies and industry best practices, attendees will gain valuable insights into the legal frameworks that govern human resource practices, enabling them to proactively mitigate risks and ensure organizational compliance.

## Course Objectives:

---

**By the end of the program, participants will be able to:**

- Understand the fundamental principles of legal compliance in human resources.
- Learn about key employment laws and regulations affecting HR practices.
- Explore best practices for implementing compliance programs and policies.
- Analyze the role of HR in workplace investigations and conflict resolution.
- Familiarize participants with industry standards and compliance resources.

## Who Should Attend?

---

This course is intended for HR professionals and managers, Compliance officers and risk management specialists, Legal counsel working with HR departments and Business executives and leaders involved in workforce management

# Course Outline:

---

## Day 1: Introduction to Legal Compliance in HR

- Overview of the significance of legal compliance in human resources
- Key definitions and concepts related to HR compliance
- Historical context and evolution of employment law

## Day 2: Employment Laws and Regulations

- Examination of major employment laws (e.g., Fair Labor Standards Act, Family and Medical Leave Act)
- Discussion of anti-discrimination laws and employee rights
- Understanding wage and hour laws, benefits, and compensation regulations

## Day 3: Implementing Compliance Programs

- Overview of compliance program components and best practices
- Techniques for developing and communicating HR policies and procedures
- Strategies for conducting compliance training for employees

## Day 4: Workplace Investigations and Conflict Resolution

- Examination of the role of HR in conducting workplace investigations
- Best practices for managing employee complaints and grievances
- Understanding mediation and conflict resolution techniques

## Day 5: Industry Standards and Resources for Compliance

- Review of relevant industry standards and guidelines for HR compliance
- Exploration of case studies highlighting successful compliance initiatives
- Strategies for continuous improvement and risk management in HR practices

## Course Methodology:

---

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work

## Course Fees:

---

**To be advice as per course location.** This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

## Course Certificate:

---

**International Center for Training & Development (ICTD)** will award an internationally recognized certificate(s) for each delegate on completion of training.

## Course Timings:

---

### Daily Course Timings:

|               |                            |
|---------------|----------------------------|
| 08:00 - 08:20 | Morning Coffee / Tea       |
| 08:20 - 10:00 | First Session              |
| 10:00 - 10:20 | Coffee / Tea / Snacks      |
| 10:20 - 12:20 | Second Session             |
| 12:20 - 13:30 | Lunch Break & Prayer Break |
| 13:30 - 15:00 | Last Session               |