Employee Representation and Participation 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

In today’s rapidly evolving workplace, Employee Representation and Participation (ERP) has become a strategic pillar for organizational sustainability, workforce engagement, and industrial harmony. Organizations across sectors are embracing employee voice, workplace democracy, collective bargaining, labor-management collaboration, and inclusive decision-making to strengthen productivity, innovation, and employee wellbeing. Employee Representation and Participation Training Course equips participants with practical tools, legal frameworks, and modern engagement strategies to enhance participation mechanisms, improve communication channels, and build resilient workplace relations aligned with global labor standards and ESG priorities.

The course addresses emerging trends such as digital workforce engagement, hybrid workplace participation, psychological safety, diversity and inclusion, social dialogue, employee wellbeing, union-management partnerships, and organizational trust-building. Through practical case studies, simulations, and action-oriented learning, participants will gain the competencies needed to manage workplace representation systems effectively while fostering transparency, accountability, conflict resolution, and sustainable employee relations in modern organizations.

Programme Curriculum

Employee Representation and Participation Training Course

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Course Duration

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Course Objectives

1. Understand the principles of Employee Representation and Participation (ERP) in modern organizations.
2. Apply workplace engagement strategies to improve employee voice and collaboration.
3. Strengthen industrial relations management and social dialogue mechanisms.
4. Develop effective collective bargaining and negotiation techniques.
5. Promote employee wellbeing and psychological safety in the workplace.
6. Implement inclusive leadership and diversity participation frameworks.
7. Enhance labor-management communication systems using digital tools.
8. Address workplace conflicts through conflict resolution and mediation strategies.
9. Build sustainable employee engagement and retention models.
10. Integrate ESG and ethical labor practices into organizational policies.
11. Improve compliance with labor laws, workplace governance, and HR regulations.
12. Utilize data-driven workforce participation analytics for decision-making.
13. Create actionable plans for strengthening organizational culture, trust, and transparency.

Target Audience

1. Human Resource Managers and Officers
2. Trade Union Leaders and Shop Stewards
3. Employee Relations Practitioners
4. Line Managers and Supervisors
5. Industrial Relations Officers
6. Corporate Compliance and Governance Professionals
7. Organizational Development Specialists
8. Public Sector and NGO Workforce Managers

Course Modules

Module 1: Foundations of Employee Representation and Participation

- Concepts and principles of ERP
- Employee voice and workplace democracy
- Global labor standards and compliance
- Rights and responsibilities of employers and employees

- Emerging trends in workforce participation
- **Case Study:** Analysis of a multinational company implementing employee participation councils to improve workforce trust and productivity.

Module 2: Industrial Relations and Social Dialogue

- Industrial relations frameworks
- Trade unions and employee associations
- Social dialogue mechanisms
- Collective consultation strategies
- Managing labor-management relationships
- **Case Study:** Examination of successful social dialogue practices in the manufacturing sector during organizational restructuring.

Module 3: Collective Bargaining and Negotiation Skills

- Principles of collective bargaining
- Negotiation planning and preparation
- Interest-based bargaining techniques
- Dispute prevention and resolution
- Building win-win agreements
- **Case Study:** Simulation of a wage negotiation process between management and union representatives.

Module 4: Employee Engagement and Workplace Communication

- Employee engagement models
- Digital communication platforms
- Feedback and participation systems
- Building organizational trust
- Transparent communication strategies
- **Case Study:** Review of a hybrid workplace engagement strategy that improved employee retention and morale.

Module 5: Conflict Resolution and Workplace Mediation

- Sources of workplace conflict
- Conflict management strategies
- Mediation and arbitration processes
- Handling grievances effectively
- Restorative workplace practices
- **Case Study:** Real-life mediation intervention that resolved prolonged workplace disputes in a public institution.

Module 6: Diversity, Inclusion, and Psychological Safety

- Inclusive participation frameworks
- Diversity and equity practices
- Psychological safety in teams
- Preventing discrimination and harassment
- Employee wellbeing initiatives

- **Case Study:** Assessment of a company's DEI program that increased employee participation and innovation.

Module 7: Digital Transformation and Workforce Participation

- Technology-driven employee engagement
- Virtual participation systems
- HR analytics and workforce insights
- AI and digital collaboration tools
- Cyber ethics and workplace privacy
- **Case Study:** Implementation of digital employee feedback systems in a remote workforce environment.

Module 8: Governance, Ethics, and Sustainable Employee Relations

- ESG and ethical labor practices
- Workplace governance structures
- Corporate accountability and transparency
- Compliance and risk management
- Sustainable employee relations strategies
- **Case Study:** Evaluation of ESG-driven workforce participation initiatives in a global 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

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