Employee Rights & Obligations Training Course

Professional Development Training Course Outline

Category	Human Resource Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s fast-paced corporate landscape, understanding employee rights and obligations is more critical than ever. Organizations that prioritize compliance, workplace fairness, and employee empowerment not only mitigate legal risks but also foster a positive organizational culture. Employee Rights & Obligations Training Course is designed to equip employees, HR professionals, and managers with practical knowledge of labor laws, workplace ethics, and employee responsibilities, enabling them to thrive in a compliant, productive, and respectful work environment.

With increasing regulatory scrutiny and evolving labor standards, organizations must ensure that every team member is well-informed about employment rights, contractual obligations, and ethical workplace conduct. Through a combination of interactive case studies, scenario-based learning, and real-world examples, this training empowers participants to navigate complex workplace situations confidently, ensuring both organizational success and individual professional growth.

Programme Curriculum

Employee Rights & Obligations Training Course

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Course Duration

5 days

Course Objectives

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

1. Understand core employee rights under national and international labor laws.
2. Recognize employer obligations and compliance requirements.
3. Identify workplace policies that ensure fair treatment and equity.
4. Navigate employment contracts, agreements, and workplace regulations.
5. Analyze and prevent workplace discrimination and harassment.
6. Implement strategies for ethical decision-making and conflict resolution.
7. Understand employee benefits, compensation, and leave entitlements.
8. Develop knowledge of health, safety, and occupational standards.
9. Apply effective communication skills to assert rights professionally.
10. Conduct risk assessments and compliance audits in the workplace.
11. Handle disciplinary procedures and grievance mechanisms confidently.
12. Stay updated with trending labor law amendments and workplace best practices.
13. Promote a culture of accountability, transparency, and employee empowerment.

Target Audience

1. HR Managers & Professionals
2. Team Leaders & Supervisors
3. Employees in Corporate Organizations
4. Union Representatives & Labor Advocates
5. Compliance Officers
6. Small Business Owners & Entrepreneurs
7. Legal Advisors specializing in Employment Law
8. Workforce Development Trainers

Course Modules

Module 1: Introduction to Employee Rights & Obligations

- Overview of labor laws and employment standards
- Key employee rights and employer responsibilities
- Importance of workplace ethics and compliance
- Case Study: Mismanaged employee grievance and its impact
- Identifying rights in hypothetical scenarios

Module 2: Employment Contracts & Agreements

- Components of **legally binding contracts**

- Understanding **job descriptions and role obligations**
- Contractual clauses and compliance
- Case Study: Breach of contract in corporate settings
- Drafting a compliant employment agreement

Module 3: Workplace Policies & Compliance

- Company policies on **discrimination, harassment, and ethics**
- Compliance with **labor law and organizational standards**
- Internal reporting and monitoring mechanisms
- Case Study: Implementing anti-harassment policies effectively
- Addressing non-compliance issues

Module 4: Employee Benefits & Compensation

- Salary structures, bonuses, and perks
- Leave entitlements, insurance, and retirement benefits
- Legal obligations for **fair compensation**
- Case Study: Dispute over unpaid overtime
- Calculating employee benefits correctly

Module 5: Health, Safety & Workplace Standards

- Occupational health and safety regulations
- Preventive measures and risk assessments
- Emergency preparedness and reporting
- Case Study: Safety audit in a manufacturing unit
- Conducting a workplace safety review

Module 6: Conflict Resolution & Grievances

- Methods of resolving workplace disputes
- Constructive dialogue and mediation techniques
- Documentation and legal considerations
- Case Study: Resolving employee-manager conflicts
- Handling grievances professionally

Module 7: Ethical Decision-Making & Accountability

- Principles of ethical workplace behavior
- Accountability frameworks for employees and management
- Reporting unethical practices without fear
- Case Study: Ethical dilemma in HR decision-making
- Creating an ethical workplace culture

Module 8: Current Trends & Emerging Labor Laws

- Latest amendments in employment legislation
- Digital workplace policies and remote work obligations
- Diversity, inclusion, and equal opportunity frameworks
- Case Study: Compliance challenges in remote workforce
- Predicting future workplace trends

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

Start Date	End Date	Location	Price
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:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com