Employment Law 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 rapidly evolving workplace, understanding Employment Law is crucial for organizations, HR professionals, managers, and legal practitioners. This comprehensive training course empowers participants with in-depth knowledge of labor regulations, employee rights, compliance standards, and workplace dispute resolution. By exploring contemporary trends in employment legislation, including remote work policies, diversity and inclusion, workplace harassment, and gig economy regulations, participants will gain the tools to mitigate legal risks, foster a compliant culture, and drive organizational efficiency.

Employment Law Training Course integrates practical case studies, real-world scenarios, interactive workshops, and expert-led sessions to ensure knowledge is not just theoretical but actionable. Participants will learn to navigate complex employment contracts, termination procedures, employee benefits, and regulatory audits. Designed for maximum engagement, this program strengthens decision-making capabilities, enhances HR compliance, and equips managers and leaders with the skills needed to protect their organizations while promoting a fair and equitable workplace environment.

Programme Curriculum

Employment Law Training Course

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Course Duration

5 days

Course Objectives

1. Master the fundamentals of Employment Law and workplace regulations.
2. Understand employee rights, workplace compliance, and labor standards.
3. Develop skills in drafting employment contracts and HR policies.
4. Navigate termination procedures, layoffs, and severance management.
5. Identify and prevent workplace harassment, discrimination, and legal disputes.
6. Implement D&I (Diversity & Inclusion) and ESG (Environmental, Social, Governance) compliance.
7. Ensure compliance with remote work, hybrid work, and gig economy regulations.
8. Analyze case laws, legal precedents, and labor court rulings.
9. Manage employee grievances, disciplinary procedures, and arbitration.
10. Enhance knowledge of benefits, payroll, and employee compensation laws.
11. Integrate HR audits and compliance checks into organizational practices.
12. Strengthen risk mitigation strategies for labor law violations and penalties.
13. Foster a culture of ethical workplace practices, accountability, and employee engagement.

Target Audience

1. HR Professionals & HR Managers
2. Corporate Lawyers & Legal Advisors
3. Team Leaders & Department Heads
4. Small & Medium Business Owners
5. Compliance Officers & Risk Managers
6. Payroll & Compensation Specialists
7. Employee Relations Specialists
8. Consultants in Labor & Workplace Law

Course Modules

Module 1: Introduction to Employment Law

- Overview of labor laws and employment regulations
- Types of employment contracts and agreements
- Employee rights and employer obligations
- Understanding statutory compliances
- Case Study: Handling wrongful termination claims

Module 2: Recruitment, Contracts & Onboarding

- Drafting compliant employment contracts
- Recruitment policies and anti-discrimination practices

- Probation periods and confirmation processes
- Employee onboarding best practices
- Case Study: Legal implications of misclassifying employees

Module 3: Employee Rights & Workplace Compliance

- Minimum wages, working hours, and overtime laws
- Leave entitlements and benefits compliance
- Health & safety regulations
- Anti-discrimination and equal opportunity standards
- Case Study: Handling workplace harassment complaints

Module 4: Termination, Resignation & Severance

- Legal procedures for termination and layoffs
- Employee resignation and notice period compliance
- Severance packages and benefits management
- Avoiding wrongful termination litigation
- Case Study: Court ruling on unfair dismissal

Module 5: Workplace Harassment & Discrimination

- Identifying harassment and discrimination types
- Preventive measures and anti-harassment policies
- Complaint handling and reporting mechanisms
- Legal consequences of non-compliance
- Case Study: Implementing a harassment-free workplace

Module 6: Payroll, Compensation & Benefits

- Wage calculations and salary compliance
- Bonus structures and incentive regulations
- Social security and statutory benefits
- Taxation laws related to employment
- Case Study: Dispute over delayed employee benefits

Module 7: HR Audits & Compliance Management

- Conducting internal HR audits
- Identifying compliance gaps and risks
- Documentation and reporting requirements
- Aligning HR practices with labor laws
- Case Study: HR audit uncovering non-compliant practices

Module 8: Emerging Trends in Employment Law

- Remote work and hybrid employment regulations
- Gig economy and contractor compliance
- Diversity, inclusion, and ESG initiatives
- AI and workplace monitoring legal considerations
- Case Study: Legal compliance in remote workforce management

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