Legal Risk Assessment in HR 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 dynamic business environment, organizations face increasing legal and regulatory scrutiny, making legal risk assessment in HR a critical competency. HR professionals must not only manage employee relations but also proactively identify, mitigate, and manage potential legal exposures. Legal Risk Assessment in HR Training Course equips participants with practical tools, compliance frameworks, and real-world case studies to navigate complex employment laws, workplace regulations, and risk management strategies. By integrating data-driven insights, regulatory updates, and scenario-based learning, HR teams can ensure organizational resilience and compliance while minimizing legal disputes.

Through this course, learners will gain hands-on experience in risk identification, assessment, and mitigation within HR practices. Participants will explore emerging trends in labor law, digital HR compliance, and workplace ethics, enhancing their decision-making capabilities. With a focus on actionable strategies, case studies, and interactive workshops, this training empowers HR professionals to create legally sound policies, improve employee engagement, and foster a compliant organizational culture.

Programme Curriculum

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5 days

Course Objectives

1. Understand legal frameworks governing HR practices and compliance.
2. Identify employment law risks and liability exposures.
3. Develop risk mitigation strategies for workplace compliance.
4. Implement policy audits and HR compliance checklists.
5. Apply case study analysis to real-world legal scenarios.
6. Recognize trending HR legal risks in remote and hybrid workplaces.
7. Strengthen employee relations while minimizing litigation risks.
8. Integrate data privacy and workplace ethics in HR operations.
9. Learn disciplinary and grievance management with legal safeguards.
10. Conduct HR risk assessments for recruitment and termination processes.
11. Ensure anti-discrimination and diversity compliance.
12. Evaluate contractual obligations and employment agreements.
13. Stay updated on emerging labor laws and regulatory changes.

Target Audience

1. HR Managers and Specialists
2. HR Compliance Officers
3. Recruitment and Talent Acquisition Professionals
4. Employee Relations Managers
5. HR Business Partners
6. Legal Advisors in HR
7. Organizational Development Professionals
8. Risk Management Consultants

Course Modules

Module 1: Introduction to Legal Risk in HR

- Overview of employment laws and HR compliance
- Identifying key legal risks in HR processes
- HR’s role in organizational risk management
- Emerging trends in labor regulations
- **Case Study:** Legal pitfalls in recruitment practices

Module 2: Employment Contracts & Agreements

- Drafting compliant employment contracts

- Managing probation, permanent, and contractual roles
- Termination clauses and severance obligations
- Confidentiality and non-compete agreements
- **Case Study:** Contract disputes leading to litigation

Module 3: Workplace Policies & Compliance Audits

- Policy design for anti-discrimination and harassment
- Auditing HR policies for legal gaps
- Code of conduct implementation
- Employee handbook best practices
- **Case Study:** Policy lapse leading to regulatory fines

Module 4: Recruitment & Hiring Risk Assessment

- Screening and background verification legalities
- Avoiding biased hiring practices
- Managing internal promotions and lateral transfers
- Compliance in recruitment technology tools
- **Case Study:** Discrimination claims in hiring process

Module 5: Employee Relations & Grievance Management

- Legal framework for dispute resolution
- Handling complaints, grievances, and whistleblowing
- Role of mediation and arbitration
- Documentation and record-keeping
- **Case Study:** Mismanaged grievance escalating to litigation

Module 6: Termination & Exit Management

- Legal termination procedures
- Handling layoffs, resignations, and retirements
- Preventing wrongful termination claims
- Settlement agreements and releases
- **Case Study:** Termination dispute and labor court case

Module 7: Data Privacy & Workplace Ethics

- HR data protection laws and GDPR/CCPA compliance
- Confidentiality and sensitive information handling
- Ethical decision-making in HR operations
- Monitoring employee activities legally
- **Case Study:** Data breach and employee privacy violation

Module 8: Risk Mitigation & Future Trends

- Conducting HR risk assessments
- Building HR compliance frameworks
- Continuous monitoring and reporting
- Integrating AI and HR tech in risk management
- **Case Study:** Successful HR risk mitigation in multinational firm

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

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