Legal Risk Management in Labour Relations Training Course

Professional Development Training Course Outline

Category	Trade Unions	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Legal Risk Management in Labour Relations is designed to equip professionalswith advanced competencies in labour law compliance, workplace dispute resolution, employee relations governance, and regulatory risk mitigation. In today’s rapidly evolving work environment shaped by gig economy expansion, remote work regulations, ESG compliance, and increasing labour litigation, organizations must proactively manage legal exposure to avoid costly disputes and reputational damage.

This course provides a practical, case-study-based and competency-focused learning experience that strengthens participants’ ability to identify, assess, and mitigate labour-related legal risks. It integrates international labour standards, employment legislation frameworks, collective bargaining principles, and organizational policy development to ensure robust workplace compliance systems. Participants will gain actionable skills in conflict resolution, disciplinary procedures, grievance handling, and legal documentation, enabling them to build legally resilient and ethically sound workplaces.

Programme Curriculum

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Training Objectives

1. Understand labour law frameworks and employment regulations
2. Apply legal risk assessment in workplace relations
3. Manage employee disputes and grievance procedures
4. Ensure compliance with industrial relations legislation
5. Develop legally sound HR policies and contracts
6. Minimize exposure to wrongful termination claims
7. Strengthen collective bargaining and union negotiations
8. Implement workplace disciplinary procedures legally
9. Handle redundancies and layoffs lawfully
10. Prevent workplace discrimination and harassment risks
11. Improve compliance auditing and documentation systems
12. Strengthen employment litigation prevention strategies
13. Build ethical and compliant organizational culture

Target Audience

1. HR Managers and HR Business Partners
2. Labour Relations Officers
3. In-house Legal Counsel
4. Compliance and Risk Officers
5. Trade Union Leaders
6. Operations and Line Managers
7. Government Labour Inspectors
8. Organizational Policy Makers

Course Modules

Module 1: Foundations of Labour Law & Compliance

- Labour law principles and frameworks
- Employment rights and obligations
- Regulatory institutions overview
- Contract of employment essentials
- Compliance failure risks
- **Case Study:** Wrongful termination due to informal contract agreements

Module 2: Employment Contracts & Legal Drafting

- Contract structures and clauses

- Fixed vs permanent employment terms
- Probation and termination clauses
- Legal enforceability of contracts
- Common drafting errors
- **Case Study:** Invalid contract leading to compensation claim

Module 3: Workplace Risk Identification

- Risk mapping in HR processes
- Early warning indicators
- Legal exposure points in HR cycles
- Compliance gap analysis
- Risk mitigation planning
- **Case Study:** Unidentified compliance gap leading to tribunal case

Module 4: Disciplinary Procedures & Due Process

- Principles of fair hearing
- Disciplinary codes of conduct
- Investigation procedures
- Evidence handling
- Sanction frameworks
- **Case Study:** Suspension overturned due to unfair hearing

Module 5: Grievance Handling Systems

- Employee complaint mechanisms
- Escalation procedures
- Mediation techniques
- Documentation requirements
- Resolution timelines
- **Case Study:** Unresolved grievance escalating to industrial action

Module 6: Collective Bargaining & Union Relations

- Union recognition processes
- Negotiation frameworks
- Bargaining agreements
- Conflict prevention strategies
- Labour peace agreements
- **Case Study:** Strike action due to failed negotiations

Module 7: Workplace Dispute Resolution

- ADR (Alternative Dispute Resolution) tools
- Mediation vs arbitration
- Settlement agreements
- Conflict de-escalation techniques
- Legal enforceability
- **Case Study:** Arbitration ruling on unfair labour practices

Module 8: Termination & Exit Management

- Lawful termination procedures
- Redundancy frameworks
- Notice periods and severance
- Exit interviews compliance
- Legal pitfalls in dismissals
- **Case Study:** Wrongful dismissal compensation award

Module 9: Workplace Discrimination & Equality Law

- Equal opportunity principles
- Protected characteristics
- Bias prevention systems
- Reporting mechanisms
- Legal sanctions
- **Case Study:** Discrimination lawsuit in hiring process

Module 10: Occupational Safety & Legal Liability

- Workplace safety regulations
- Employer duty of care
- Incident reporting
- Compensation claims
- Compliance audits
- **Case Study:** Injury claim due to unsafe workplace conditions

Module 11: Employment Litigation Management

- Labour court processes
- Case preparation strategies
- Evidence management
- Legal representation coordination
- Settlement strategies
- **Case Study:** Multi-employee litigation settlement

Module 12: HR Policy Development & Compliance

- Policy drafting frameworks
- Code of ethics integration
- Legal alignment checks
- Policy communication strategies
- Review cycles
- **Case Study:** Policy failure leading to compliance penalty

Module 13: Data Protection & Employee Privacy

- Employee data handling laws
- Confidentiality obligations
- Digital HR systems compliance
- Cyber risk exposure
- Consent frameworks

- **Case Study:** Data breach involving employee records

Module 14: Organizational Ethics & Labour Governance

- Ethical leadership in HR
- Governance frameworks
- Whistleblowing systems
- Corporate accountability
- Culture compliance alignment
- **Case Study:** Ethics violation uncovered via whistleblower report

Module 15: Strategic Labour Risk Management

- Enterprise risk integration
- HR analytics for risk prediction
- Compliance dashboards
- Continuous improvement systems
- Future of labour law trends
- **Case Study:** Predictive analytics reducing litigation risk

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	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

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