Training Course on Legal and Ethical Issues in Education HR Management

Professional Development Training Course Outline

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

Course Introduction

In today’s complex educational landscape, HR professionals and educational administrators must possess a strong understanding of legal compliance, ethical decision-making, and human resources best practices. As schools, colleges, and universities become more diverse and regulated, the potential for legal disputes and ethical dilemmas grows. Training Course on Legal and Ethical Issues in Education HR Management empowers participants to proactively navigate legal requirements and uphold the highest standards of professional ethics.

This course integrates real-world case studies, emerging HR trends in education, and compliance mandates including labor laws, discrimination laws, and privacy regulations. Participants will gain actionable insights into handling staff misconduct, student rights, hiring policies, and data confidentiality, ensuring they lead their institutions with integrity and accountability.

Programme Curriculum

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accountability.

Course Objectives

1. Understand federal and state education labor laws.
2. Analyze ethical frameworks in HR decision-making.
3. Apply conflict resolution strategies in staff disputes.
4. Ensure compliance with equal employment opportunity (EEO) guidelines.
5. Manage employee grievances in educational settings.
6. Interpret FERPA and data privacy requirements.
7. Evaluate disciplinary procedures within legal parameters.
8. Prevent and address workplace discrimination and harassment.
9. Align hiring practices with anti-bias regulations.
10. Develop policies promoting inclusion and equity in education HR.
11. Understand the implications of collective bargaining in schools.
12. Apply risk management to minimize legal liability.
13. Foster a culture of professional ethics and compliance awareness.

Target Audiences

1. School Principals and Administrators
2. HR Managers in K-12 and Higher Education
3. Education Board Members
4. School Legal Counsel and Advisors
5. Teacher Leaders and Department Heads
6. Academic Policy Makers
7. District HR Specialists
8. Compliance Officers in Education Institutions

Course Duration: 5 days

Course Modules

Module 1: Overview of Legal Frameworks in Education HR

- Introduction to federal and state employment laws
- Statutory obligations specific to educational institutions
- Legal duties of HR in public vs. private schools
- Common legal pitfalls in school HR operations
- Regulatory updates and compliance checklists
- **Case Study**: Misclassification of school staff and legal consequences

Module 2: Ethical Principles in Human Resource Management

- Defining ethical behavior in education HR
- The role of integrity in HR policy-making
- Ethical leadership and accountability
- Decision-making models in ethical dilemmas
- Handling ethical violations by staff
- **Case Study**: Whistleblowing in a school district and HR’s response

Module 3: Hiring and Recruitment Compliance

- Legal standards for non-discriminatory hiring
- Bias-free interview techniques

- Verifying credentials and background checks
- ADA and inclusive recruitment
- Contract and onboarding essentials
- **Case Study**: Illegal interview question lawsuit in a university setting

Module 4: Employee Discipline and Due Process

- Legal and ethical basis for discipline
- Establishing fair disciplinary processes
- Documentation for legal protection
- Managing termination and appeals
- Avoiding wrongful discharge claims
- **Case Study**: Mishandled teacher misconduct investigation

Module 5: Workplace Harassment and Discrimination

- Recognizing protected classes under law
- Preventing sexual harassment in schools
- Inclusive workplace practices
- Reporting and investigation protocols
- Training and policy enforcement
- **Case Study**: Title IX violation and institutional liability

Module 6: Employee Privacy and FERPA Compliance

- Boundaries of employee and student privacy
- Confidential handling of records
- FERPA regulations and implications
- Managing digital data ethically
- Staff training on privacy laws
- **Case Study**: Data breach at a school and FERPA violations

Module 7: Conflict Management and Resolution

- Identifying root causes of HR conflicts
- Legal limits in resolving internal disputes
- Mediation and arbitration in education settings
- Policies for grievance redressal
- Building a conflict-resilient workplace
- **Case Study**: Faculty union strike and administrative response

Module 8: Risk Management and Institutional Compliance

- Conducting HR risk assessments
- Policy audits and compliance tracking
- Insurance and liability coverage
- Creating a compliance reporting culture
- Continuous improvement strategies
- **Case Study**: Lawsuit due to non-compliance with employment regulations

Training Methodology

- Interactive workshops with group activities
- Real-world case study analysis and debates
- Policy development exercises and templates
- Expert guest lectures from legal professionals

- Role-playing scenarios on HR ethics and compliance
- Access to online legal resources and compliance checklists

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 CenterANCY LD 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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