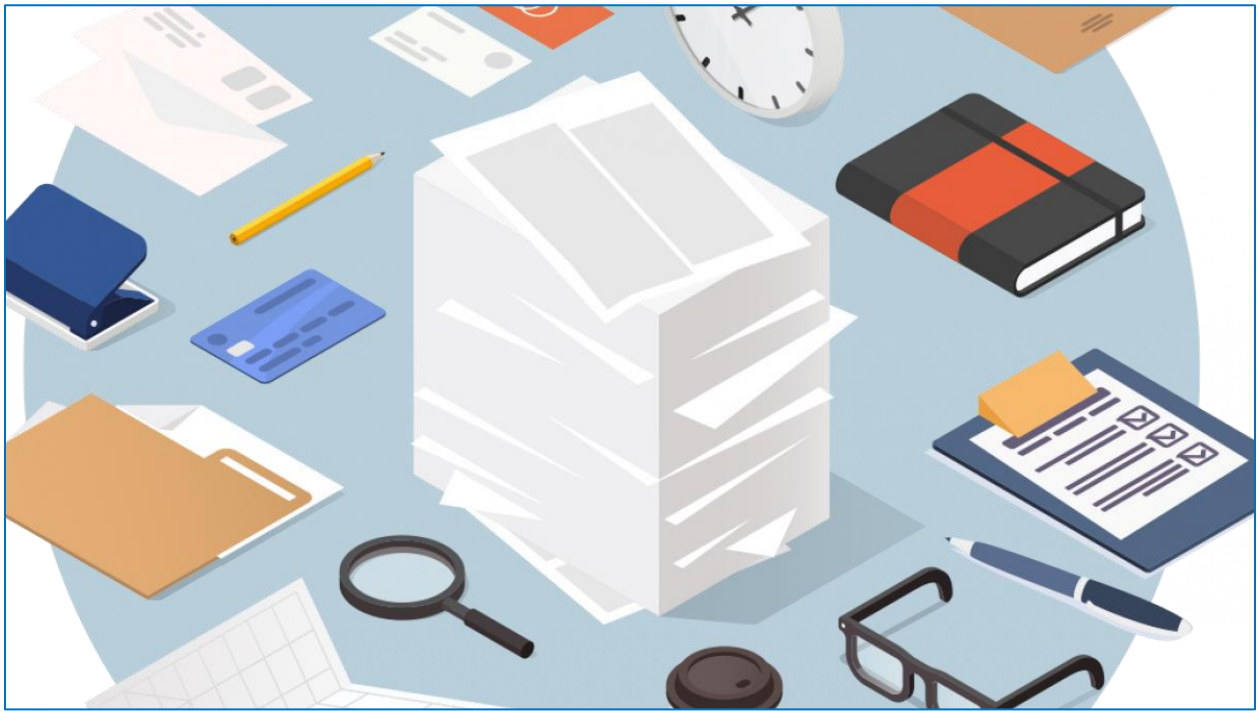
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# HM251:
# Advanced HR Compliance for Unit Heads

## Training Description:

This intensive training course is designed to equip HR unit heads with the knowledge, skills and tools necessary to ensure full compliance with labor laws, regulations, organizational policies, and ethical standards. The training course covers the strategic and operational aspects of HR compliance, focusing on practical applications, risk management, and proactive policy enforcement. Participants will gain insights into navigating complex regulatory landscapes, handling audits and implementing robust compliance systems to safeguard the organization and its workforce.

The training course combines case studies, interactive workshops, regulatory updates, and scenario-based exercises to enhance understanding and practical application. By the end of the training course, participants will be able to assess compliance risks, develop mitigation strategies and lead compliance initiatives effectively within their units.

## Training Objectives:

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

- ✓ Understand the legal framework governing HR and labor compliance in their jurisdiction
- ✓ Identify and mitigate key HR compliance risks in recruitment, payroll, employee relations and benefits
- ✓ Develop and implement policies and procedures to ensure organizational compliance
- ✓ Conduct internal audits and prepare for external regulatory inspections
- ✓ Lead HR compliance initiatives and foster a culture of ethical behavior across the organization
- ✓ Apply best practices in reporting, documentation, and record-keeping
- ✓ Address emerging trends and challenges in HR compliance, including digital HR compliance management

## Training Designed for:

This training course is intended for Unit Heads and Heads of HR Compliance, HR Managers and HR Business Partners responsible for compliance oversight, HR Compliance Officers, Senior HR Professionals with strategic responsibilities in workforce management and Anyone responsible for ensuring HR policies and procedures meet legal and regulatory standards.

## Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

## Training Program:

*DAY ONE:*

- ❖ Introduction to HR Compliance and Legal Framework
- ❖ Foundations of HR compliance

- Overview of HR compliance and its strategic importance
- Key labor laws, regulations, and statutory requirements
- Employment contracts, employee rights, and employer obligations
- Compliance risks and penalties
- Interactive case study: Common HR compliance failures and lessons learned
- **Workshop:** Assessing your organization's compliance gaps

*DAY TWO:*

❖ **Recruitment, Onboarding, and Termination Compliance**

❖ Ensuring lawful HR processes

- Recruitment policies and legal considerations
- Anti-discrimination and equal opportunity compliance
- Onboarding compliance procedures
- Probation, performance management, and employment termination policies
- Documentation standards and record-keeping
- **Scenario exercise:** Handling complex termination and disciplinary cases

*DAY THREE:*

❖ **Payroll, Benefits, and Compensation Compliance**

❖ Payroll integrity and statutory benefits

- Payroll compliance and statutory deductions
- Employee benefits, leave management, and insurance requirements
- Tax compliance and reporting obligations
- Auditing payroll systems for compliance
- **Case study:** Payroll errors and corrective measures
- **Workshop:** Designing compliant compensation and benefits frameworks

*DAY FOUR:*

❖ **Employee Relations, Workplace Policies, and Ethics**

❖ Policies, ethics, and dispute resolution

- Employee handbook compliance and policy enforcement
- Workplace investigations and grievance handling
- Ethical frameworks and conflict of interest management
- Preventing harassment, discrimination and retaliation
- **Scenario exercises:** Ethical dilemmas in HR management
- **Discussion:** Implementing a culture of compliance

*DAY FIVE:*

❖ **Auditing, Reporting, and Emerging Trends in HR Compliance**

❖ Monitoring, reporting, and forward-looking compliance strategies

- Internal HR audits and compliance monitoring
- Regulatory reporting requirements and documentation standards
- Risk assessment tools and mitigation strategies
- **Emerging trends:** Digital HR compliance, AI in HR, and remote workforce compliance
- **Action planning:** Developing a compliance improvement roadmap for your unit
- **Final workshop:** Presenting a compliance audit and improvement plan

❖ Course Conclusion

❖ POST-ASSESSMENT and EVALUATION

## Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

## Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

## Training Fees:

**TBA as per the course location -** This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

*Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.*

## Training Timings:

**Daily Timings:**

| | |
|---|---|
| 07:45 - 08:00 | Morning Coffee / Tea |
| 08:00 - 10:00 | First Session |
| 10:00 - 10:20 | Recess (Coffee/Tea/Snacks) |
| 10:20 - 12:20 | Second Session |
| 12:20 - 13:00 | Recess (Prayer Break & Lunch) |
| 13:00 - 14:00 | Last Session |

**For training registrations or in-house enquiries, please contact:**
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