



Labor Law Compliance and Human Resources Operations



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Introduction:

Organisational exposure to statutory penalties, contractual disputes, and operational friction often stems from misalignments between statutory labour standards and day-to-day workforce administration. Regulatory divergence creates legal vulnerabilities across recruitment, contract management, wage governance, and end-of-service processing. Offered by Core Concept, this five-day course establishes systematic governance over labour law and human resources management by aligning internal employment policies with international compliance standards and binding statutory codes. Participants evaluate workplace practices against statutory mandates, standardise operational workflows, and construct a robust Human Resources Compliance Audit and Risk Remediation Matrix to secure institutional compliance across complex operating environments.

Course Objectives:

- Formulate employment governance procedures that align operational policies with statutory employment mandates and fundamental labour rights.
- Establish human resource compliance architecture using ISO 37301:2021 management controls and ISO 30408:2016 human governance principles.
- Administer contract lifecycles, working hours, and wage protection protocols using standardised operational control procedures.
- Mitigate employment dispute exposure through structured disciplinary documentation, lawful termination processes, and workplace investigation protocols.
- Compile an enterprise Human Resources Compliance Audit and Risk Remediation Matrix to rectify procedural deficits across operational units.

Target Audience:

- Professionals responsible for managing workforce operations and statutory employment compliance
 - Managers leading employee relations, disciplinary procedures, and workplace dispute resolution
 - Leads accountable for compensation architecture, benefits administration, and wage protection oversight
 - Practitioners directing talent onboarding, employment contracting, and HR record governance
 - Specialists responsible for organizational compliance monitoring and internal employment audits
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Course Outline:

Day 1: Statutory Employment Landscape and Operational Baselines

- Statutory Employment Hierarchy Review Using Comparative Civil and Common Law Doctrines
- Employment Relationship Classification via ILO Employment Relationship Recommendation No. 198
- Baseline Compliance Gap Analysis Using an HR Regulatory Diagnostic Matrix
- Internal Work Regulations Design via Statutory Workplace Bylaw Templates
- Employment Record Governance Assessment Using an Employee Dossier Audit Checklist

Day 2: Frameworks, Models, and Human Governance Standards

- ISO 37301:2021 Compliance Management Architecture for Human Resources Functions
- ISO 30408:2016 Human Governance Guidelines for Organizational Structure and Policy Design
- ISO 30414:2018 Human Capital Reporting Framework for Workforce Metric Disclosure
- Fundamental Labour Principles Integration via ILO Core Conventions Framework
- HR Policy Integration Using the Compliance Control Identification Register

Day 3: Core Operational Compliance and Administration

- Fixed-Term and Indefinite Contract Administration via Standardised Employment Agreement Templates
- Working Time and Rest Period Administration Using an Overtime Audit Register
- Wage Protection Governance via Statutory Payroll Reconciliation Schedules
- Statutory Leave Entitlements Administration via Leave Tracking and Accrual Ledgers
- Workplace Health and Safety Compliance Oversight via ISO 45001:2018 Operational Controls

Day 4: Dispute Resolution, Disciplinary Actions, and Risk Controls

- Disciplinary Procedure Enforcement Using a Progressive Sanctions Matrix
- Lawful Contractual Termination Protocols via Statutory Notice and Severance Calculators
- Workplace Grievance and Misconduct Inquiries via Structured Investigation Protocols
- Post-Termination Dispute Mitigation via End-of-Service Calculation Ledgers
- Non-Disclosure and Restrictive Covenant Enforcement via Trade Secret Protection Protocols

Day 5: Practice, Case Analysis, and Deliverable Assembly

- Healthcare Sector Employment Contract Dispute Evaluation via Case Dossier Analysis
 - Manufacturing Sector Wage and Overtime Discrepancy Audit Using Case Payroll Records
 - Technology Sector Redundancy and Settlement Negotiation via Structured Case Review
 - Compliance Gap Prioritisation and Root Cause Analysis Using the Ishikawa Diagnostic Tool
 - Final Assembly of the Human Resources Compliance Audit and Risk Remediation Matrix
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Skills You Will Gain:

- Regulatory Gap Diagnostic
- Employment Contract Governance
- Wage Protection Auditing
- Disciplinary Case Management
- Severance Liability Calculation
- Human Governance System Design
- Corrective Action Planning

Why Attend This Course:

- Defend operational practices against labour inspection scrutiny by implementing verified procedural controls across core employment activities.
- Prevent financial liabilities arising from miscalculated entitlements, unrecorded overtime, and non-compliant termination settlements.
- Resolve workplace grievances and contractual disagreements through defensible evidentiary records and standardised inquiry methods.
- Return to the organisation equipped with a customized Human Resources Compliance Audit and Risk Remediation Matrix to guide operational adjustments.

Conclusion:

Maintaining statutory compliance in modern workforce operations demands consistent alignment between everyday administrative decisions and binding legal frameworks. By mastering structured human governance frameworks, contract lifecycle management, wage protection controls, and disciplined dispute resolution workflows, participants secure their organisations against severe regulatory sanctions and financial liabilities. The practical methodologies practiced across diverse sector scenarios provide immediate operational value, enabling practitioners to evaluate existing employment policies critically, identify hidden vulnerabilities, and implement proactive remediation measures that safeguard workplace continuity and operational integrity.
