

Introduction:

One of the most essential needs in the business sector is the availability of specialized personnel skilled in business and social security matters. Despite the growing demand for experts to meet the requirements of organizations in areas such as labor legislation, social security, wage and compensation taxation, occupational health and safety, and payroll administration, there remains a shortage of adequately trained professionals in this field.

This employment and labor law program is designed to train highly competent occupational and social security specialists who can consistently and accurately apply practices, while possessing both practical and technical knowledge along with the necessary infrastructure. Participants will learn how to implement legally sound best practices within their organizations.

This five-day interactive seminar, centered on case studies, will help participants build confidence and gain expertise in managing complex issues related to employment law and employee relations. The course provides a thorough overview of employee discrimination and equal employment opportunity, the Family and Medical Leave Act, and offers participants the opportunity to earn a certificate recognizing their proficiency in employment and labor law.

International labor and employment laws introduce additional challenges due to the variety of legal systems and cultural norms across different countries. Understanding these laws is critical for organizations operating internationally or planning to expand across borders.

This course will discuss labor and employment law cases from an international perspective and examine both the differences and similarities between labor and employment laws, enabling participants to effectively navigate the complexities of the global business environment.

Target Audience:

- Government officials, including labor inspectors and dispute resolution professionals
- Representatives of workers and employers organizations
- Judges and lawyers

- Members of parliament
- Human rights advocates
- Staff of multinational companies
- Employees of international and development organizations
- Civil society groups
- Senior managers
- Human resources professionals
- Personnel managers and specialists
- Lawyers and trade union representatives

Course Goals:

By the end of this employment and labor law course, participants will be able to:

- Implement and apply legally defensible best practices within their organizations.
- Build confidence and gain expertise in handling complex employment law and employee relations matters.
- Understand employment rights thoroughly.
- Learn proper procedures for hiring and termination of employees.
- Gain a comprehensive understanding of employee discrimination, equal employment opportunity, the Family and Medical Leave Act, workplace safety, and employee benefits.
- Consider the role of labor unions and collective bargaining.
- Ensure compliance with legal requirements.

Core Competencies:

Upon completion of this course, participants will develop competencies applicable to:

- Human resources managers
- Accounting professionals
- Financial and internal auditors
- Auditors in both private and public sectors
- Social security consultants
- Independent accountants
- Financial advisors
- Chartered accountants
- Financial specialists

Course Content:

Unit 1: Labor Law:

- Fundamental concepts
- Employment contracts and their types
- Job transfers and their implications
- Temporary employment relationships and private employment agencies
- Termination of employment contracts and related consequences
- Work compensation arrangements
- Notice periods and severance payments
- Eligibility criteria for severance pay
- Severance accounts
- Workplace inspections and administrative penalties

Unit 2: Trade Unions and Collective Bargaining Law:

- Formation of trade unions, membership by industry, and separation rules
- Authority in collective bargaining
- Signing collective bargaining agreements
- Dispute resolution processes
- Arbitration procedures
- Scenarios involving strikes and lockouts

Unit 3: Foreign Work Permits:

- Identification of individuals requiring foreign work permits
- Procedures for obtaining permission
- Penalties for unauthorized foreign employment

Unit 4: Social Security:

- Definitions related to workplace, employer, employer representatives, sub-employers, and notification requirements
- Classification of insured, partially insured, and non-insured persons
- Reporting insured individuals to the social security institution
- Concepts of premium-based earnings and premium rates

- Contributions for disability, old age, and death insurance
- Short-term insurance coverage
- General health insurance
- Unemployment insurance
- Social security support premiums for retirees
- Payroll management
- Requirements for eligibility for old age pensions through various social security organizations
- Conditions for disability pensions
- Eligibility requirements for pensions for artisans and self-employed individuals

Unit 5: Common Mistakes in Labor Law Training:

- Lack of knowledge or failure to stay current on labor laws
- Using outdated or generic training content
- Failure to tailor training to specific industries or companies
- Insufficient coverage of important labor and employment law topics
- Neglecting real-life examples and scenarios
- Relying on passive learning rather than active participation
- Lack of follow-up on training effectiveness and application in practice
- Ignoring employee feedback as a valuable tool for improvement
- Overlooking the training of supervisors who enforce policies
- Treating training as a one-time event instead of an ongoing process