

## Legal Aspects of Human Resources Management

*Kuala Lumpur (Malaysia)*

*30 December 2024 - 3 January 2025*

UK Training

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## Legal Aspects of Human Resources Management

Code: HR28 From: 30 December 2024 - 3 January 2025 City: Kuala Lumpur (Malaysia) Fees: 4200 Pound

### Introduction

Human resources management is a critical administrative function within organizations, as it deals with the human element, the most valuable resource and key asset of any organization. Effective HR management requires a deep understanding of the laws and regulations governing the relationship between employees and employers. This course is designed to equip participants with the legal knowledge necessary to manage HR functions in compliance with both local and international legal frameworks. By the end of this course, participants will be able to navigate the complexities of HR legal issues and ensure legal compliance in their organizations.

### Course Objectives

By the end of this course, participants will be able to:

- Enhance Legal Understanding: Gain comprehensive legal knowledge related to human resources management, focusing on HR legal issues.
- Ensure Legal Compliance: Ensure organizational compliance with relevant laws and regulations to avoid legal disputes in the workplace.
- Contract Management: Learn how to draft and manage employment contracts, safeguarding the rights of all parties.
- Dispute Resolution: Develop skills to handle and resolve HR legal disputes effectively.
- Stay Updated with Legal Changes: Keep abreast of the latest legal amendments affecting HR practices.

### Course Outlines

#### Day 1: Legal Foundations of Human Resources Management

- Introduction to Labor Law: A comprehensive overview of HR legal matters, including employment law training.
- Local and International Legislation Impacting HR: Understanding the key legal frameworks governing HR practices.
- Rights and Obligations of Employees and Employers: A balanced view of the rights of both employees and employers in the workplace.
- Fundamental Principles of Employment Contracts: Learn the basics of drafting legally sound contracts.
- Legal Compliance in HR Management: Ensure compliance with HR legal requirements and avoid common legal issues in the workplace.

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## Day 2: Recruitment and Contracts

- Types of Employment Contracts: Explore different types of contracts and their legal implications.
- Terms and Conditions of Employment: Understand the essential clauses in employment contracts.
- Drafting Employment Contracts: Best practices for drafting contracts that align with legal standards.
- Legal Recruitment Procedures: Learn how to follow legal procedures during recruitment to ensure compliance with employment laws.
- Legal Issues in Contract Management: How to handle legal challenges related to employee contracts.

## Day 3: Internal Policies and Procedures

- Developing Internal HR Policies: Create and manage HR policies that comply with legal standards.
- Internal Regulations and Policies: Design effective policies for managing the workforce while staying legally compliant.
- Employee Handbook and Organizational Policies: Learn to develop an employee handbook that adheres to legal requirements.
- Review of Policies: The importance of regular reviews to ensure compliance with HR legal requirements.
- Compliance with Internal Policies: Ensure that employees adhere to organizational and legal policies.

## Day 4: Handling Disputes and Grievances

- Common Causes of Workplace Disputes: Identifying the most frequent HR legal issues that cause disputes in the workplace.
- Mechanisms for Handling Complaints and Disputes: Strategies for resolving HR legal disputes through proper legal procedures.
- Mediation and Arbitration in Disputes: How to use alternative dispute resolution methods such as mediation and arbitration.
- Legal Procedures for Resolving Disputes: Learn the legal steps for addressing disputes in the workplace.
- Protecting the Rights of Employees and Employers: Understanding how to protect the rights of all parties involved in disputes.

## Day 5: Legal Updates and Future Procedures

- Recent Legal Amendments and Their Impact on HR Management: Stay updated on the latest HR legal updates that may affect your organization.
- Future Trends in Labor Law: Explore the future direction of labor laws and HR legal issues.
- Monitoring Legal Changes and Adapting to Them: Learn how to keep track of legal changes and adapt HR practices accordingly.
- Preparing Regular Legal Reports: Develop the skills to create legal reports for your HR department to ensure compliance.
- Strategic HR Planning in Light of Modern Laws: Plan HR strategies that take into account the evolving legal landscape.

## Conclusion

This course provides comprehensive HR legal training to equip participants with the skills necessary to handle legal issues in the workplace effectively. Whether you are dealing with HR legal compliance, managing employment contracts, or resolving HR legal disputes, this course will provide you with the tools to ensure that your HR practices align with the law. Upon completing this course, participants will be well-prepared to become HR legal

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specialists, helping organizations navigate the complexities of labor law and ensuring both employees and employers are protected legally.

A graphic of a chessboard with several pieces (a king, a queen, a rook, and a pawn) in gold and silver, set against a background of concentric circles.

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