BLACKBIRD FOR TRAINING

Saudi Labor Law Compliance & HR Operations Management

30 August – 3 September 2027
Accra (Ghana)



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Ref: 1_360375 **Date:** 30 August – 3 September 2027 **Location:** Accra (Ghana) **Fees:** 4200 GBP

Introduction

Managing human resources under the Kingdom's Labor Law requires much more than a general understanding of employment regulations. HR professionals must be able to translate legal requirements into practical procedures, accurate documentation, payroll practices, and compliant transactions across the Kingdom’s official employment platforms.

This intensive one-week training program from Blackbird Training Center provides participants with a practical understanding of the Labor Law and its latest amendments, while focusing on how these requirements affect day-to-day HR operations. The course addresses employment contracts, probation, working hours, wages, statutory benefits, employee records, disciplinary procedures, termination, end-of-service benefits, workforce localization requirements, and labor dispute management.

Participants will also explore the operational use of key government platforms such as Qiwa, Mudad, GOSI, and Nitaqat, with particular attention to maintaining consistency between employment contracts, HR records, payroll systems, and regulatory submissions.

Through practical exercises, compliance reviews, and realistic workplace scenarios, participants will develop the skills required to identify HR compliance gaps, reduce legal and operational risks, and strengthen the overall governance of HR practices within their organizations.

Course Objectives

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

- Understand the main provisions of the Labor Law and recent regulatory changes.
- Translate legal requirements into practical HR policies and operational procedures.
- Manage employment contracts and employee documentation in accordance with the Kingdom's regulations.
- Apply the requirements of Qiwa, Mudad, GOSI, and Nitaqat within daily HR operations.
- Manage working hours, overtime, leave, salaries, allowances, and statutory benefits accurately.
- Handle probation, disciplinary actions, workplace investigations, resignation, and termination in a compliant manner.
- Calculate end-of-service benefits and employee final settlements correctly.
- Identify potential compliance risks before labor inspections or disputes arise.
- Improve the alignment between HR records, payroll data, contracts, and government platforms.
- Develop a structured HR compliance review and corrective action plan.



Target Audience

This course is suitable for:

- HR Managers and HR Directors
- HR Business Partners
- HR Operations Professionals
- Employee Relations Specialists
- Payroll and Compensation Professionals
- Government Relations Officers
- Legal and Compliance Professionals
- Administration Managers
- Recruitment and Talent Management Professionals
- Operations Managers responsible for employees in the Kingdom

Course Outline

Day 1: Labor Law Framework and Recent Regulatory Changes

- Overview of the national employment regulatory framework.
- Understanding the role of the Ministry of Human Resources and Social Development.
- Key provisions of the Labor Law affecting HR operations.
- Review of recent amendments and their implications for employers.
- Applicability of labor regulations to national and expatriate employees.
- Employment arrangements for full-time, part-time, flexible, and remote employees.
- Equal opportunity and non-discrimination requirements.
- Employer and employee rights and responsibilities.
- Identifying common areas of HR compliance exposure.
- Practical exercise: HR legal compliance gap assessment.

Day 2: Employment Contracts, Qiwa, and HR Governance

- Types of employment contracts under the Kingdom's regulations.
- Fixed-term and indefinite employment arrangements.
- Mandatory employment contract information and documentation.
- Contract authentication and management through Qiwa.
- Managing probation periods and related documentation.
- Amendments and changes to employment terms.
- Internal work regulations and organizational HR policies.
- Managing employee personnel files and HR records.
- HR data confidentiality and personal data protection requirements.
- Workforce localization requirements and workforce compliance.
- Nitaqat classifications and HR workforce planning.
- Practical review of contract and employee record compliance.



Day 3: Working Hours, Payroll, Leave, and Employee Benefits

- Standard working hours and weekly rest periods.
- Ramadan working hour requirements.
- Managing overtime and overtime compensation.
- Payroll administration and wage compliance.
- Mudad and Wage Protection System requirements.
- Reconciling payroll data with employment contracts.
- Housing, transportation, and other employee allowances.
- Annual leave entitlement and leave balance management.
- Sick leave and other statutory leave categories.
- Maternity, paternity, bereavement, and special leave.
- GOSI registration and contribution requirements.
- Occupational health and safety responsibilities.
- Practical exercise: reviewing payroll and overtime compliance.

Day 4: Employee Relations, Discipline, and Termination

- Managing employee misconduct and disciplinary procedures.
- Developing and applying disciplinary action frameworks.
- Conducting workplace investigations professionally.
- Documentation of incidents, investigations, and employee responses.
- Managing employee grievances and complaints.
- Resignation procedures and notice requirements.
- Termination for valid and invalid reasons.
- Employer exposure arising from improper termination.
- End-of-service benefits and settlement calculations.
- Final salary and employee clearance procedures.
- Understanding amicable settlement procedures.
- Overview of Labor Court processes.
- Common labor violations and potential penalties.
- Practical exercise: handling a termination and settlement case.



Day 5: HR Compliance Audit and Practical Case Studies

- Conducting an HR compliance review.
- Reviewing employment contracts and employee files.
- Auditing payroll, overtime, and employee benefits.
- Reviewing Qiwa, Mudad, GOSI, and Nitaqat records.
- Identifying discrepancies between payroll and employment documentation.
- Preparing for labor inspections.
- Prioritizing HR compliance gaps based on risk.
- Root-cause analysis of recurring HR compliance problems.
- Developing corrective and preventive actions.
- Case study: contract and probation dispute.
- Case study: payroll and overtime discrepancy.
- Case study: restructuring and employee termination.
- Preparing an HR Compliance Improvement Action Plan.

Skills Participants Will Gain

Participants will develop practical skills in:

- Labor Law interpretation
- HR regulatory compliance
- Employment contract management
- Qiwa administration
- Mudad and Wage Protection compliance
- GOSI administration
- Workforce localization and Nitaqat monitoring
- Payroll and employee benefit compliance
- End-of-service calculations
- Disciplinary procedure management
- Workplace investigation
- Termination and employee settlement
- HR compliance auditing
- Corrective action planning

Why Attend This Course

Employment regulation in the Kingdom is increasingly connected to digital government platforms, meaning that HR compliance now depends on both legal understanding and operational accuracy.

This course enables participants to connect Labor Law requirements with everyday HR processes, ensuring that employment contracts, payroll information, employee records, and government platform data remain consistent and compliant.



Participants will gain practical tools and structured approaches that can be immediately applied within their organizations to reduce employment-related risks, improve HR governance, and strengthen readiness for regulatory inspections or employee disputes.

