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**Course Name**

# **Legal Compliance Essentials: Establishing and Reviewing Regulations and Procedures**

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**Sector Name**

Legal and Corporate Law

**Document Type**

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## **Legal Compliance Essentials: Establishing and Reviewing Regulations and Procedures**

### **Course Introduction**

This course provides participants with the knowledge and practical skills required to establish, review, and maintain effective regulations, policies, and procedures that support legal compliance and organizational governance. Participants will learn how to identify regulatory requirements, develop compliant frameworks, assess existing procedures, manage compliance risks, and ensure that organizational practices align with applicable laws, regulations, and industry standards.

The program emphasizes a systematic approach to compliance management, continuous improvement, and regulatory readiness.

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## Legal Compliance Essentials: Establishing and Reviewing Regulations and Procedures

### Target Audience

- ✓ Compliance Officers and Compliance Managers
- ✓ Legal Advisors and Legal Affairs Professionals
- ✓ Governance, Risk, and Compliance (GRC) Professionals
- ✓ Internal Auditors
- ✓ Policy and Procedure Specialists

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## Legal Compliance Essentials: Establishing and Reviewing Regulations and Procedures

### Learning Objectives

- ✓ Understand the principles and importance of legal and regulatory compliance.
- ✓ Identify applicable laws, regulations, and compliance obligations relevant to their organization.
- ✓ Develop and structure effective regulations, policies, and procedures.
- ✓ Conduct reviews and gap analyses of existing compliance frameworks.
- ✓ Evaluate compliance risks and implement appropriate controls.

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## Legal Compliance Essentials: Establishing and Reviewing Regulations and Procedures

### Course Outline

#### ✓ DAY 01

##### **Fundamentals of Legal Compliance**

- ✓ Definition and importance of legal compliance in organizational governance
- ✓ Understanding laws, regulations, and industry-specific requirements
- ✓ Role of compliance programs in risk management
- ✓ Principles of ethics, integrity, and corporate responsibility
- ✓ Compliance governance structures and accountability
- ✓ Identifying compliance obligations from multiple sources
- ✓ Overview of compliance frameworks and standards
- ✓ Building a compliance-conscious culture

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### Course Outline

#### ✓ Day 02

##### **Developing and Implementing Regulations and Procedures**

- ✓ Steps for drafting clear and enforceable regulations
- ✓ Aligning organizational policies with legal requirements
- ✓ Defining roles and responsibilities for compliance implementation
- ✓ Integrating compliance procedures into daily operations
- ✓ Document control and version management for compliance policies
- ✓ Communicating and training employees on regulations
- ✓ Leveraging technology for compliance management
- ✓ Ensuring third-party and supplier compliance

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### Course Outline

#### ✓ Day 03

##### **Reviewing, Monitoring, and Improving Compliance Systems**

- ✓ Methods for reviewing existing regulations and procedures
- ✓ Monitoring compliance performance and identifying gaps
- ✓ Internal audits and inspections for compliance verification
- ✓ Analyzing non-compliance incidents and root causes
- ✓ Corrective and preventive actions for regulatory breaches
- ✓ Reporting compliance status to senior management and regulators
- ✓ Benchmarking against best practices in compliance management

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## Legal Compliance Essentials: Establishing and Reviewing Regulations and Procedures

### Confirmed Sessions

| FROM          | TO            | DURATION | FEES       | LOCATION          |
|---------------|---------------|----------|------------|-------------------|
| Nov. 16, 2026 | Nov. 18, 2026 | 3 days   | 3250.00 \$ | UAE , Abu Dhabi   |
| Jan. 11, 2027 | Jan. 13, 2027 | 3 days   | 3250.00 \$ | UAE , Dubai       |
| June 14, 2027 | June 16, 2027 | 3 days   | 3950.00 \$ | Spain , Barcelona |
| Aug. 15, 2027 | Aug. 17, 2027 | 3 days   | 3250.00 \$ | KSA , Dammam      |

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