



Consulting and Training | Reach New Heights

Course Name

Contract Formulation - Qiwa

Sector Name

HR Strategy and Training

Document Type

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Contract Formulation - Qiwa

Course Introduction

Employment contract formulation is a critical HR responsibility that directly affects compliance, employee relations, and organizational risk. With the introduction of digital labor platforms such as Qiwa, contract formulation has become more structured, standardized, and legally sensitive.

Developed by **Boost**, this course is designed to help HR professionals understand how to formulate compliant, clear, and practical employment contracts within the Qiwa environment. The program focuses on contract logic, structure, and HR responsibility—without turning the course into legal interpretation or platform navigation training.

Boost's Contract Formulation – Qiwa course equips participants with the knowledge and confidence to draft, review, and manage employment contracts aligned with labor regulations and digital compliance requirements.

Contract Formulation - Qiwa

Target Audience

- ✓ HR officers and specialists
- ✓ Personnel administration staff
- ✓ HR business partners
- ✓ Professionals responsible for contracts and employee records
- ✓ HR staff working with Qiwa-related processes

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Learning Objectives

- ✓ Understand the purpose and structure of employment contracts
- ✓ Identify key clauses required for compliant contracts
- ✓ Recognize HR responsibilities in contract formulation
- ✓ Align contract terms with labor regulations conceptually
- ✓ Understand how contracts are structured within Qiwa
- ✓ Reduce contractual risks through proper formulation

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Course Outline

✓ Day 01

Foundations of Employment Contracts

Module 1: Understanding Employment Contracts

- ✓ Purpose of employment contracts
- ✓ Role of contracts in employment relationships
- ✓ HR accountability in contract formulation

Module 2: Types of Employment Contracts

- ✓ Fixed term vs. indefinite contracts
- ✓ Full-time and other contract structures
- ✓ Business implications of contract types

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Course Outline

✓ Day 02

Contract Structure and Key Clauses

Module 3: Core Elements of Employment Contracts

- ✓ Essential contract components
- ✓ Job role, compensation, and working terms
- ✓ Rights and obligations of both parties

Module 4: Clauses That Require Special Attention

- ✓ Probation, termination, and notice clauses
- ✓ Working hours, leave, and benefits
- ✓ Common formulation mistakes

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Course Outline

✓ Day 03

Compliance Awareness and Risk Control

Module 5: Contract Compliance Logic

- ✓ Alignment with labor regulations conceptually
- ✓ Avoiding conflicting or unclear clauses
- ✓ HR's role in compliance assurance

Module 6: Managing Contractual Risk

- ✓ Identifying high-risk contract areas
- ✓ Handling exceptions and special cases
- ✓ Ensuring consistency across contracts

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Course Outline

✓ Day 04

Contract Management within Qiwa Environment

Module 7: Understanding Contract Structuring in Qiwa

- ✓ How contracts are represented digitally
- ✓ Standardization vs. customization
- ✓ HR responsibility within digital platforms

Module 8: Contract Review and Updates

- ✓ Amending contract terms correctly
- ✓ Managing renewals and changes
- ✓ Documentation and approval considerations

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Course Outline

✓ Day 05

Practical Application and Best Practices

Module 9: Reviewing and Validating Employment Contracts

- ✓ Practical contract review checklist
- ✓ Identifying gaps and inconsistencies
- ✓ Supporting internal audits and reviews

Module 10: Strengthening Contract Formulation Practice

- ✓ Building internal consistency
- ✓ Improving HR contract governance
- ✓ Enhancing clarity and employee understanding

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Feb. 1, 2027	Feb. 5, 2027	5 days	5950.00 \$	USA , Texas
May 24, 2027	May 28, 2027	5 days	2150.00 \$	Virtual , Online
Sept. 26, 2027	Sept. 30, 2027	5 days	4250.00 \$	KSA , Dammam
Nov. 30, 2026	Dec. 4, 2026	5 days	4250.00 \$	UAE , Dubai

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