

Course Name

Employment Law - Entry to Mid

Sector Name

HR Strategy and Training

Document Type

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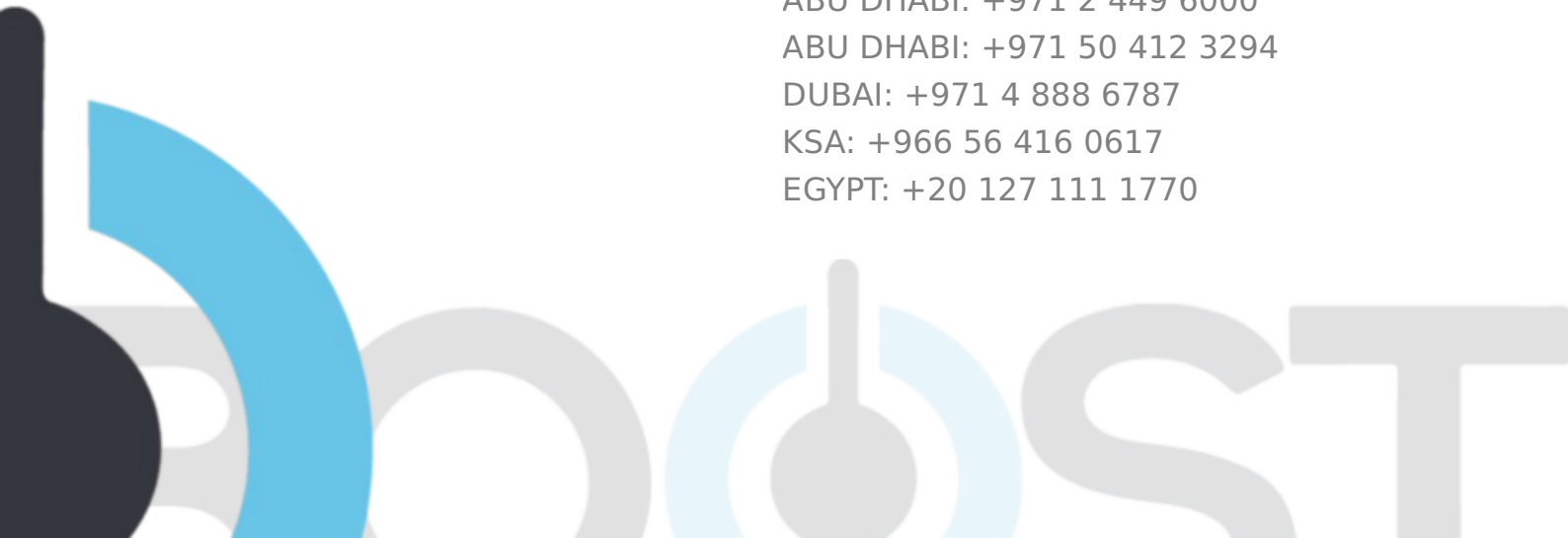
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Course Introduction

Employment law provides a legal framework governing the relationship between employers and employees. For HR professionals, understanding employment law is not about becoming legal experts—it is about making compliant decisions, preventing disputes, and protecting the organization through correct HR practices.

Developed by **Boost**, this course is designed to equip entry- to mid-level HR professionals with a practical and structured understanding of employment law principles that directly affect daily HR decisions. The program focuses on legal awareness, risk prevention, and correct application—without complex legal language or case law analysis.

Boost's Employment Law - Entry to Mid-course enables HR professionals to navigate employment-related issues confidently while maintaining compliance and fairness in the workplace.

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Target Audience

- ✓ HR officers and specialists
- ✓ Personnel and employee relations staff
- ✓ HR business partners
- ✓ Supervisors handling employment issues
- ✓ Professionals involved in HR policy application

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Learning Objectives

- ✓ Understand the purpose and scope of employment law
- ✓ Recognize key rights and obligations of employers and employees
- ✓ Apply legal principles to common HR situations
- ✓ Identify legal risks related to employment practices
- ✓ Handle employment issues with compliance awareness
- ✓ Support fair and lawful HR decision-making

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Course Outline

✓ Day 01

Foundations of Employment Law

Module 1: Understanding Employment Law in Practice

- ✓ Purpose of employment law
- ✓ Employment relationship fundamentals
- ✓ Why compliance matters for HR

Module 2: Legal Roles and Responsibilities

- ✓ Employer obligations
- ✓ Employee rights and duties
- ✓ HR's role in legal compliance

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Course Outline

✓ Day 02

Employment Contracts and Working Conditions

Module 3: Legal Framework of Employment Contracts

- ✓ Valid contract elements
- ✓ Contract variations and implications
- ✓ Legal consequences of poor contract practices

Module 4: Working Conditions and Employment Terms

- ✓ Working hours and leave entitlements
- ✓ Compensation and benefits considerations
- ✓ Legal boundaries in HR decisions

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Course Outline

✓ Day 03

Managing the Employment Relationship

Module 5: Employee Discipline and Misconduct

- ✓ Legal principles governing discipline
- ✓ Fair process and documentation
- ✓ Avoiding wrongful disciplinary actions

Module 6: Performance Management and Legal Awareness

- ✓ Managing underperformance lawfully
- ✓ Documentation and consistency
- ✓ Preventing legal escalation

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Course Outline

✓ Day 04

Termination and Employment Disputes

Module 7: Termination of Employment

- ✓ Lawful termination principles
- ✓ Notice, reasons, and procedures
- ✓ Common termination risks

Module 8: Employment Disputes and Complaints

- ✓ Handling grievances properly
- ✓ Internal resolution vs. legal escalation
- ✓ HR's role in dispute prevention

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Course Outline

✓ Day 05

Compliance, Ethics, and Risk Prevention

Module 9: Employment Law Compliance in HR Practices

- ✓ Policies, procedures, and compliance
- ✓ Consistency and fairness
- ✓ Reducing organizational legal exposure

Module 10: Strengthening Legal Awareness in HR

- ✓ Building HR confidence in legal matters
- ✓ Knowing when to escalate to legal teams
- ✓ Applying legal awareness in daily HR work

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Feb. 1, 2027	Feb. 5, 2027	5 days	4250.00 \$	UAE , Dubai
May 24, 2027	May 28, 2027	5 days	4950.00 \$	England , London
Oct. 3, 2027	Oct. 7, 2027	5 days	4250.00 \$	KSA , Dammam
Nov. 30, 2026	Dec. 4, 2026	5 days	2150.00 \$	Virtual , Online

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