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Course Name

Legal Compliance Essentials: Establishing and Reviewing Regulations and Procedures (Master class)

Sector Name

Legal and Corporate Law

Document Type

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Legal Compliance Essentials: Establishing and Reviewing Regulations and Procedures (Master class)

Course Introduction

Legal compliance is a fundamental requirement for organizations operating in regulated and semi-regulated environments. Laws, regulations, and internal policies define how organizations conduct their activities, manage risks, and protect stakeholders. Failure to establish clear regulations and procedures—or to regularly review and update them—can expose organizations to legal penalties, operational disruptions, and reputational damage.

To support effective and practical compliance capability, **BOOST** has developed **the Legal Compliance Essentials: Establishing and Reviewing Regulations and Procedures course** as a structured introduction to the principles and practices of legal compliance at an organizational level. The program is designed for professionals who are responsible for developing, implementing, reviewing, or supporting internal regulations and procedures, but who do not require advanced legal specialization.

The course focuses on building a practical understanding of how legal and regulatory requirements are translated into internal policies, procedures, and controls. Participants learn how to identify applicable legal obligations, structure clear and enforceable internal

regulations, and ensure alignment between laws, organizational objectives, and operational practices.

Through practical explanations, real-world examples, and guided exercises, participants develop the confidence to support compliance activities, contribute to regulatory reviews, and participate effectively in maintaining compliant and well-governed organizational environments.

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Target Audience

- ✓ Compliance and governance staff
- ✓ Legal affairs and regulatory support personnel
- ✓ Internal audit and risk management professionals
- ✓ HR, procurement, and administrative managers
- ✓ Policy and procedure owners
- ✓ Supervisors and team leaders
- ✓ Public and private sector employees involved in regulatory compliance

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Learning Objectives

- ✓ Understand the purpose and importance of legal compliance in organizations
- ✓ Identify key sources of laws, regulations, and internal requirements
- ✓ Understand how legal requirements are translated into regulations and procedures
- ✓ Recognize roles and responsibilities in compliance management
- ✓ Establish clear, structured, and practical internal procedures
- ✓ Review existing regulations and procedures for effectiveness and relevance
- ✓ Identify gaps, overlaps, and compliance risks in procedures
- ✓ Support continuous improvement of legal compliance practices

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Course Outline

✓ DAY 01

Introduction to Legal Compliance and Organizational Obligations

- ✓ What is legal compliance and why it matters
- ✓ Legal compliance versus internal governance
- ✓ Consequences of non-compliance
- ✓ Overview of laws, regulations, standards, and internal policies
- ✓ Roles of management and employees in compliance
- ✓ Introduction to compliance frameworks and controls

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Course Outline

✓ Day 02

Understanding Laws, Regulations, and Regulatory Requirements

- ✓ Sources of laws and regulations
- ✓ Understanding regulatory authorities and oversight bodies
- ✓ Interpreting legal and regulatory requirements
- ✓ Mandatory versus discretionary requirements
- ✓ Identifying applicable legal obligations
- ✓ Documenting regulatory requirements

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Course Outline

✓ Day 03

Establishing Internal Regulations and Procedures

- ✓ Purpose of internal regulations and procedures
- ✓ Structuring effective policies and procedures
- ✓ Translating legal requirements into operational rules
- ✓ Defining roles, responsibilities, and accountability
- ✓ Approval, communication, and implementation processes
- ✓ Common mistakes in procedure design

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Course Outline

✓ Day 04

Reviewing and Assessing Regulations and Procedures

- ✓ Importance of regular review and updates
- ✓ Reviewing procedures for compliance and effectiveness
- ✓ Identifying gaps, overlaps, and inconsistencies
- ✓ Assessing alignment with laws and organizational objectives
- ✓ Managing changes in laws and regulations
- ✓ Documentation and version control

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Course Outline

✓ Day 05

Monitoring, Enforcement, and Continuous Improvement

- ✓ Monitoring compliance with regulations and procedures
- ✓ Handling non-compliance and corrective actions
- ✓ Training and awareness as compliance tools
- ✓ Reporting and escalation mechanisms
- ✓ Continuous improvement of compliance practices
- ✓ Practical case discussion and action planning
- ✓ Course review, reflection, and next steps

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 8, 2026	June 12, 2026	5 days	4250.00 \$	UAE , Dubai
Sept. 7, 2026	Sept. 11, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
Dec. 7, 2026	Dec. 11, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
March 15, 2027	March 19, 2027	5 days	4950.00 \$	England , London

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