KSA Labor Law and Workforce Management Compliance Training Course

30 Nov - 04 Dec 2026

Baku

5100 € (Per Person)

Ref: #HR3698_164489

Course Introduction / Overview:

Navigating the complexities of the Saudi Arabian labor market requires a deep and current understanding of its legal framework, which is continuously evolving in line with Vision 2030. This comprehensive training course is meticulously designed to provide a thorough exploration of the KSA Labor Law, from foundational principles to advanced strategic applications in workforce management. Participants will gain critical insights into legal compliance, risk mitigation, and the effective management of human capital within the Kingdom. The curriculum delves into practical aspects such as contract formulation, wage protection, end-of-service benefit calculations, and the nuances of the Nitaqat (Saudization) program. As noted by labor law scholars like Dr. Anthony Harris in his work "Global Employment Law Dynamics", a proactive approach to legal compliance is the cornerstone of sustainable business operations. This program, offered by BIG BEN Training Center, moves beyond theoretical knowledge, equipping professionals with the practical skills needed to handle real-world HR challenges, ensuring their organizations not only comply with regulations but also foster a productive and legally sound work environment. This course is the definitive guide for mastering workforce management and compliance in Saudi Arabia.

Target Audience / This training course is suitable for:

- Human Resources Managers and Directors.
- HR Generalists and Specialists.
- Legal Advisors and Corporate Counsel.
- Compliance Officers and Managers.
- Payroll and Compensation Specialists.
- Operations Managers and Team Leaders.
- Business Owners and Entrepreneurs operating in KSA.
- Government Relations and Public Affairs Specialists.
- Recruitment and Talent Acquisition Professionals.
- Expatriate Affairs Coordinators.

Target Sectors and Industries:

- Oil and Gas.
- Construction and Engineering.
- Healthcare and Pharmaceuticals.
- Banking and Financial Services.
- Retail and Consumer Goods.
- Hospitality and Tourism.
- Information Technology and Telecommunications.
- Manufacturing and Logistics.
- Governmental agencies and public sector organizations.
- Educational Institutions.

Target Organizations Departments:

- Human Resources Department.
- Legal and Corporate Affairs Department.
- Compliance and Risk Management Department.
- Finance and Payroll Department.
- Operations and Administration Department.
- Executive Management.
- Procurement and Contracts Department.

Course Offerings:

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

- Interpret the core principles and latest amendments of the Saudi Labor Law.
- Draft and manage legally compliant employment contracts for both Saudi nationals and expatriates.
- Implement fair and effective disciplinary procedures according to legal guidelines.
- Accurately calculate wages, overtime, and end-of-service benefits.
- Navigate the official government platforms such as Qiwa and Mudad for HR processes.
- Develop and update internal HR policies and procedures to ensure full compliance.
- Manage employee termination and resignation processes while minimizing legal risks.
- Understand the intricacies of the Nitaqat (Saudization) program and its impact on recruitment.
- Effectively handle labor disputes and represent the organization in preliminary settlement stages.
- Ensure adherence to GOSI regulations for social insurance contributions.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, practical, and engaging, ensuring that participants can immediately apply their learning in the workplace. We move beyond traditional lectures to create a dynamic learning environment that fosters deep understanding and skill development. The course heavily utilizes real-world case studies drawn from recent Saudi labor court decisions, allowing participants to analyze complex scenarios and debate potential outcomes. Interactive group discussions and workshops encourage peer-to-peer learning and the sharing of diverse industry experiences. Practical exercises, such as calculating end-of-service benefits for different scenarios and drafting key clauses for employment contracts, will be a core component. Role-playing sessions will simulate challenging situations like handling employee grievances or conducting disciplinary meetings, providing a safe space to practice and refine crucial communication skills. Our expert instructors facilitate a collaborative atmosphere, providing continuous feedback and ensuring that the content is directly relevant to the specific challenges faced by the participants in their professional roles.

Course Agenda (Course Units):

Unit One: Foundations of the KSA Labor Law and Regulatory Environment

- Introduction to the Saudi Arabian Legal System.
- Sources and Hierarchy of Labor Legislation in KSA.
- Key Objectives and Scope of the KSA Labor Law.
- The Role of the Ministry of Human Resources and Social Development (MHRSD).
- Understanding Vision 2030 and its Impact on Labor Policies.
- Navigating Key Governmental Platforms (Qiwa, Mudad, GOSI).
- Fundamental Rights and Obligations of Employers and Employees.

Unit Two: The Employment Contract and Employee Onboarding

- Types of Employment Contracts (Definite, Indefinite, Flexible Work).
- Essential Clauses and Legal Requirements for a Valid Contract.
- The Probationary Period Rules and Regulations.
- Procedures for Contract Registration and Authentication on the Qiwa Platform.
- Managing Medical Examinations and Pre-employment Checks.
- Onboarding Best Practices for Saudi Nationals and Expatriates.
- Understanding the Sponsorship (Kafala) System and Transfer of Services.

Unit Three: Managing Working Conditions, Wages, and Leave

- Official Working Hours, Overtime Regulations, and Rest Periods.
- The Wage Protection System (WPS) and Payroll Compliance.
- Regulations Governing Annual Leave, Sick Leave, and Special Leaves (Maternity, Hajj, etc.).
- Workplace Health and Safety Obligations.
- Disciplinary Rules, Procedures, and Penalties.
- Performance Management within the Legal Framework.
- Employee Data Privacy and Protection Requirements.

Unit Four: Termination of Employment and End-of-Service Benefits

- Valid Reasons for Termination of the Employment Contract (Article 77 and Article 80).
- Procedures for Resignation and Mutual Termination.
- Calculating the End-of-Service Benefit (EOSB) Accurately.
- Final Settlement Procedures and Issuance of the Experience Certificate.
- Introduction to the Labor Dispute Resolution Process.
- Amicable Settlement (Widdi) and the Labor Courts.
- Managing Exit Procedures and Final Exit Visas for Expatriates.

Unit Five: Advanced Compliance and Strategic HR Topics

- The Nitaqat (Saudization) Program and Compliance Strategies.
- General Organization for Social Insurance (GOSI) Regulations and Contributions.
- Managing the Employment of Women and Persons with Disabilities.
- Workforce Planning and its Alignment with Nationalization Goals.
- Developing and Implementing a Legally Compliant Employee Handbook.
- Conducting Internal Audits for Labor Law Compliance.
- Future Trends and Anticipated Changes in KSA Labor Law.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

Beyond mere compliance, how can a strategic understanding of KSA Labor Law be leveraged as a competitive advantage for talent acquisition and retention in the context of Vision 2030?

What unique qualities does this course offer compared to other courses?

This course distinguishes itself by focusing intensely on the practical application of KSA Labor Law in a real-world business context, rather than providing a purely theoretical overview. While other programs may focus on reciting legal articles, our curriculum is built around actionable strategies and hands-on skills. We provide up-to-the-minute content that covers the latest legislative amendments and the operational use of critical digital platforms like Qiwa and Mudad, which are now central to HR management in the Kingdom. The methodology is rooted in case studies derived from actual Saudi labor disputes, giving participants a unique and pragmatic insight into how laws are interpreted and applied by judicial bodies. Furthermore, the course emphasizes the strategic link between legal compliance and achieving business objectives under Vision 2030, teaching participants not just how to avoid penalties, but how to use their legal knowledge to build a more efficient, motivated, and stable workforce. It is an immersive learning experience designed to transform participants into confident and strategic HR and legal practitioners within the Saudi market.