Saudi Labor Law and Nitaqat Compliance for HR Training Course

07 - 11 Dec 2026

Vienna

5800 € (Per Person)

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Course Introduction / Overview:

Navigating the intricate landscape of employment regulations within the Kingdom of Saudi Arabia is a critical challenge for any organization aiming for sustainable success. This comprehensive course is meticulously designed to provide a deep and practical understanding of the Saudi Labor Law and the pivotal Nitaqat (Saudization) program. In a rapidly evolving legal environment, staying current is not just an advantage; it is a necessity for compliance and operational excellence. This program moves beyond theoretical knowledge, focusing on the real-world application of legal principles in daily HR functions. As discussed by scholars like Frank E. Vogel in works such as "Business Law and Practice in the Kingdom of Saudi Arabia", understanding the legal framework is fundamental to mitigating risks and fostering a productive work environment. BIG BEN Training Center has developed this curriculum to empower HR professionals, managers, and business leaders with the confidence to manage their workforce in full compliance with the Ministry of Human Resources and Social Development (MHRSD) regulations. Participants will explore everything from contract drafting and wage protection to the strategic management of Nitaqat requirements, ensuring their organization not only avoids penalties but also thrives by leveraging local talent effectively.

Target Audience / This training course is suitable for:

- Human Resources Managers and Directors.
- HR Generalists and Specialists.
- Compliance Officers and Managers.
- Legal Advisors and Corporate Counsel.
- Payroll and Compensation Specialists.
- Operations Managers and Team Leaders.
- Business Owners and Entrepreneurs operating in KSA.
- Recruitment and Talent Acquisition Professionals.
- Government Relations Officers (GRO).
- Anyone aspiring to a career in Human Resources within Saudi Arabia.

Target Sectors and Industries:

- Construction and Real Estate Development.
- Oil, Gas, and Petrochemicals.
- Retail and Wholesale Trade.
- Hospitality, Tourism, and Entertainment.
- Information Technology and Telecommunications.
- Banking, Financial Services, and Insurance.
- Healthcare and Pharmaceuticals.
- Manufacturing and Industrial Production.
- Logistics and Transportation.
- Governmental and quasi-governmental agencies.

Target Organizations Departments:

- Human Resources Department.
- Legal and Corporate Affairs Department.
- Compliance and Risk Management Department.
- Finance and Payroll Department.
- Operations and Administration Department.
- Talent Management and Acquisition Department.
- Employee Relations Department.

Course Offerings:

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

- Interpret and apply the key articles of the Saudi Labor Law to everyday HR scenarios.
- Draft and manage legally compliant employment contracts for both Saudi nationals and expatriates.
- Understand the complete employment lifecycle from recruitment to termination according to KSA regulations.
- Calculate accurate end-of-service benefits (EOSB) and manage final settlements.
- Navigate the Nitaqat program and implement strategies to improve the company's Saudization ratio.
- Effectively utilize essential government platforms such as Qiwa, Mudad, and GOSI.
- Manage working hours, leaves, and overtime in accordance with legal stipulations.
- Implement disciplinary procedures and handle employee grievances correctly.
- Ensure full compliance with the Wage Protection System (WPS).
- Develop internal HR policies and procedures that align with the Saudi Labor Law.
- Manage the legal requirements for expatriate employment, including Iqama and work permits.

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 relies on real-world case studies drawn from recent Saudi labor court rulings and common industry challenges, allowing participants to analyze complex situations and formulate compliant solutions. Interactive group discussions and workshops encourage peer-to-peer learning and the sharing of diverse experiences. Practical exercises will provide hands-on experience with critical tasks, such as calculating end-of-service benefits and navigating mock-ups of the Qiwa and Mudad platforms. Our expert facilitators use a combination of presentations, Q&A sessions, and role-playing scenarios to reinforce key concepts. Continuous feedback is provided throughout the sessions, helping participants to refine their understanding and build confidence in their ability to manage HR functions in compliance with Saudi regulations. This blended approach ensures a comprehensive and impactful learning experience.

Course Agenda (Course Units):

Unit One Foundations of Saudi Labor Law

- Introduction to the legal framework in the Kingdom of Saudi Arabia.
- The role and authority of the Ministry of Human Resources and Social Development (MHRSD).
- Key definitions and scope of the Saudi Labor Law.
- Understanding the sources of labor law and legislative hierarchy.
- Employer and employee rights and obligations under the law.
- The importance of Arabic as the official language in records and contracts.
- Recent amendments and their impact on the workplace.

Unit Two The Employment Contract and Hiring Process

- Essential elements of a legally binding employment contract.
- Fixed-term versus indefinite contracts and their implications.
- Managing the probationary period effectively and legally.
- Medical examinations and pre-employment requirements.
- Onboarding procedures for Saudi nationals and expatriates.
- Documentation requirements for employee files.
- Navigating the Qiwa platform for contract authentication.

Unit Three Workplace Management and Employee Entitlements

- Regulation of working hours, rest periods, and overtime.
- Official holidays and different types of leave (annual, sick, maternity).
- The Wage Protection System (WPS) and salary payment regulations.
- Understanding GOSI (General Organization for Social Insurance) contributions.
- Workplace health and safety standards and employer responsibilities.
- Rules governing the employment of women and minors.
- Developing a compliant internal work regulation policy.

Unit Four Nitaqat Program and Saudization

- A comprehensive overview of the Nitaqat program and its objectives.
- Understanding Nitaqat categories (Platinum, Green, Yellow, Red).
- Calculating your organization's Saudization (Tawteen) percentage.
- Strategies for improving and maintaining a high Nitaqat status.
- Utilizing government support programs for hiring Saudi nationals.
- Managing work visas and their link to Nitaqat compliance.
- Practical guidance on using the Qiwa platform for Nitaqat management.

Unit Five Termination, Disputes, and End-of-Service Benefits

- Legitimate grounds for contract termination by the employer (Article 80).
- Procedures for employee resignation and notice periods.
- Calculating end-of-service benefits (EOSB) for different scenarios.
- The final settlement process and issuance of the experience certificate.
- Disciplinary actions, sanctions, and investigation procedures.
- The role of labor offices and courts in dispute resolution.
- Best practices for managing employee separation amicably and legally.

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 HR professionals strategically leverage the principles of Saudization and the Nitaqat program to foster a more innovative and competitive national workforce?

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

This course distinguishes itself by focusing intensely on the practical application of Saudi Arabia's labor laws and regulations, rather than resting on purely theoretical knowledge. While many programs provide a general overview, our curriculum is built around real-world scenarios, case studies from Saudi labor courts, and hands-on exercises that simulate the day-to-day challenges HR professionals face. A key differentiator is the dedicated module on navigating critical digital platforms like Qiwa and Mudad, providing participants with the practical skills needed to manage contracts, compliance, and payroll efficiently in the current digital ecosystem. The content is continuously updated to reflect the very latest legislative amendments and MHRSD circulars, ensuring participants receive the most current and relevant information available. Furthermore, the course structure encourages a strategic mindset, pushing participants to think beyond basic compliance and consider how HR policies can be leveraged to support broader business objectives, such as talent development and achieving a competitive advantage through the effective implementation of the Nitaqat program. This pragmatic, up-to-date, and strategically-oriented approach provides unparalleled value and immediate workplace applicability.