Navigating Saudi Labor Law and HR Compliance Training Course



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Sharm El-Sheikh

4100 € (Per Person)

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Course Introduction / Overview:

This comprehensive training course provides an in-depth exploration of the Saudi Labor Law and its practical application in strategic human resources management. In the dynamic economic landscape of Saudi Arabia, driven by Vision 2030, maintaining regulatory compliance is not merely a legal obligation but a strategic imperative for organizational success and sustainability. This program is meticulously designed to move beyond theoretical knowledge, offering participants practical tools and insights to navigate the complexities of employment regulations, from contract management to dispute resolution. As the renowned HR thought leader David Ulrich discusses in his works like "HR from the Outside In", the role of HR has evolved to become a strategic partner. This course, offered by BIG BEN Training Center, embodies that principle by teaching participants how to align HR practices with both legal requirements and business objectives. Participants will gain a thorough understanding of key legal articles, recent amendments, and the operational impact of digital platforms like Qiwa and Mudad, ensuring their organizations remain compliant, competitive, and fair.

Target Audience / This training course is suitable for:

- Human Resources Managers and Directors.
- HR Generalists and Specialists.
- Compliance Officers and Managers.
- In-house Legal Counsel and Corporate Lawyers.
- Business Owners and Entrepreneurs.
- Operations and General Managers.
- Payroll and Benefits Administrators.
- Anyone involved in managing employees in Saudi Arabia.

Target Sectors and Industries:

- Oil and Gas.
- Construction and Real Estate.
- Healthcare and Pharmaceuticals.
- Retail and E-commerce.
- Banking and Financial Services.
- Technology and Telecommunications.
- Hospitality and Tourism.
- Governmental and Semi-Governmental Entities.

Target Organizations Departments:

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

Course Offerings:

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

- Interpret and apply the key provisions of the Saudi Labor Law and its latest amendments.
- Draft and manage legally compliant employment contracts for Saudi and non-Saudi employees.
- Develop and implement internal HR policies and procedures that align with regulatory requirements.
- Navigate the functionalities of essential government platforms such as Qiwa and Mudad.
- Manage disciplinary procedures and employee grievances in accordance with the law.
- Accurately calculate end-of-service benefits and manage the employee exit process.
- Understand the legal framework for Saudization (Nitaqat) and ensure compliance.
- Proactively identify and mitigate HR-related legal risks within the organization.
- Handle labor disputes and represent the organization in preliminary settlement stages.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be immersive, practical, and highly interactive, ensuring that participants can immediately apply their learning in the workplace. We move beyond traditional lectures to create a dynamic learning environment where knowledge is built through active participation. The course heavily relies on real-world case studies drawn from the Saudi market, allowing participants to analyze complex scenarios and develop effective solutions. Interactive group discussions and workshops encourage peer-to-peer learning and the sharing of diverse experiences. Role-playing exercises, particularly for handling disciplinary meetings and dispute resolution, provide a safe space to practice critical communication and negotiation skills. The training incorporates practical demonstrations of key digital platforms and provides templates and checklists that can be adapted for use within the participants' own organizations. Our expert instructors facilitate a continuous feedback loop, ensuring all questions are addressed and concepts are thoroughly understood, fostering a deep and lasting comprehension of strategic HR compliance.

Course Agenda (Course Units):

Unit One: Foundations of the Saudi Labor Law and Regulatory Framework

- Introduction to the Saudi legal system and sources of labor law.
- Scope and application of the Saudi Labor Law.
- Key definitions and concepts within the law.
- The role of the Ministry of Human Resources and Social Development (MHRSD).
- Understanding the impact of Saudi Vision 2030 on labor regulations.
- Navigating the MHRSD website and official publications.
- The relationship between the Labor Law, GOSI, and other regulations.

Unit Two: The Employment Contract and Onboarding Process

- Essential elements of a legally binding employment contract.
- Differences between fixed-term and indefinite-term contracts.
- Managing the probationary period effectively and legally.
- The role and importance of the Qiwa platform in contract management.
- Drafting clauses for confidentiality, non-competition, and intellectual property.
- Medical examinations and other pre-employment requirements.
- Onboarding procedures for both Saudi and expatriate employees.

Unit Three: Managing the Employment Relationship

- Statutory regulations on working hours, overtime, and rest periods.
- Managing different types of leave (annual, sick, maternity, etc.).
- Wage Protection System (WPS) and Mudad platform compliance.
- Employee duties, obligations, and code of conduct.
- The legal framework for disciplinary actions and penalties.
- Performance management in the context of Saudi Labor Law.
- Handling employee grievances and internal investigations.

Unit Four: Termination of Employment and Dispute Resolution

- Legal grounds for termination with and without cause (Article 77 and Article 80).
- Procedures for resignation, termination, and non-renewal of contracts.
- Calculating End-of-Service Benefits (EOSB) accurately.
- The employee clearance and final settlement process.
- Introduction to the Saudi Labor Courts and litigation process.
- The role of amicable settlement (Widdi) in resolving disputes.
- Best practices for managing employee exits to minimize legal risk.

Unit Five: Strategic Compliance and Advanced Topics

- Understanding the Saudization (Nitaqat) program and compliance tiers.
- Regulations pertaining to the employment of women and persons with disabilities.
- Key legal considerations for managing expatriate employees and work visas.
- Data protection and employee privacy in the workplace.
- Developing a comprehensive HR compliance audit checklist.
- Strategies for keeping up-to-date with legislative changes.
- Future trends in Saudi labor law and HR best practices.

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:

How can HR departments transition from a reactive compliance-focused function to a proactive strategic partner in achieving organizational goals under Saudi Vision 2030?

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

This course distinguishes itself by focusing on the strategic application of the Saudi Labor Law, rather than mere rote memorization of legal articles. While other programs may provide a theoretical overview, our curriculum is built around practical, real-world scenarios and case studies specific to the challenges faced by businesses operating in the Kingdom. We place a significant emphasis on navigating the mandatory digital transformation in HR, with hands-on guidance for platforms like Qiwa and Mudad, ensuring participants are not just knowledgeable but also operationally proficient. The content is continuously updated to reflect the very latest legislative amendments and judicial precedents, providing attendees with the most current and reliable information. Furthermore, the course is designed to foster a strategic mindset, teaching participants how to align compliance activities with broader business objectives and risk management frameworks. It empowers HR professionals to act as true strategic partners to their organizations, using their legal expertise to drive efficiency, mitigate risk, and support sustainable growth in line with Saudi Vision 2030.