Professional Labor and Employment Law for HR Professionals Training Course



09 - 13 Nov 2026

Cape town

4600 € (Per Person)

Ref: #LAW6005_262343

Course Introduction / Overview:

The human resource's function is at the forefront of managing an organization's most valuable asset, its people. This intensive training course, from BIG BEN Training Center, is designed for HR professionals who need to navigate the complex legal landscape of employment. We will explore key topics such as hiring and firing, discrimination laws, wage and hour regulations, and workplace investigations. Drawing on the work of prominent scholars in employment law like Stephen F. Befort, an expert on labor relations, and influential books such as "Employment Law: The New Workplace," this program goes beyond basic HR training. Participants will learn how to make legally sound decisions, manage risk, and foster a fair and productive workplace. The curriculum is designed to help you understand your legal responsibilities, from drafting compliant policies to handling employee grievances. We will cover a range of crucial topics, including disability accommodation, employee privacy, and the legal aspects of performance management. Our goal is to equip you with the knowledge and confidence to lead your HR function while ensuring full legal compliance and ethical conduct.

Target Audience / This training course is suitable for:

- Human resources managers.
- HR business partners.
- Recruitment specialists.
- Compensation and benefits analysts.
- Employee relations specialists.
- Training and development professionals.
- Administrative managers with HR responsibilities.
- Business owners and senior leaders.
- Anyone responsible for managing personnel and related legal compliance.

Target Sectors and Industries:

- Human resources and professional services.
- All private and public sector industries.
- Corporate and legal departments.
- Healthcare and education.
- Technology and software.
- Manufacturing and retail.
- Consulting and advisory firms.
- Government agencies and equivalents.

Target Organizations Departments:

- Human resources departments.
- Legal and compliance departments.
- Risk management departments.
- Operations management.
- Executive leadership.
- Training and development.
- Corporate governance.
- Internal audit.

Course Offerings:

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

- Master the legal framework for hiring and recruitment.
- Understand and apply key anti-discrimination laws.
- Navigate wage and hour regulations.
- Conduct legally sound workplace investigations.
- Manage employee leaves and accommodations.
- Draft and implement compliant HR policies.
- Handle employee grievances and disputes.
- Protect employee privacy and confidential data.
- Mitigate legal risks related to performance management.

Course Methodology:

This training course is designed to be highly interactive and practical, with a focus on real-world HR scenarios. Our methodology is centered on hands-on learning, starting with detailed case studies that are based on real legal challenges faced by HR departments. Participants will get the chance to work through complex scenarios, like a wrongful termination claim or a discrimination complaint. We also use engaging role-playing exercises that help you practice key skills, such as conducting a performance review or responding to a complaint. We believe this hands-on learning is essential for mastering the nuances of labor and employment law. The course also includes group discussions, where you can share insights and learn from the experiences of other professionals. By combining legal theory with practical, administrative training, this program helps you not only understand legal principles but also apply them to your role with confidence and a focus on compliance.

Course Agenda (Course Units):

Unit One: Foundations of Employment Law

- The legal landscape of the workplace.
- Hiring and recruitment: legal dos and don'ts.
- Employment contracts and legal agreements.
- Employee classification: independent contractor versus employee.
- Wage and hour laws.

Unit Two: Anti-Discrimination and Harassment

- Title VII of the Civil Rights Act and other laws.
- Discrimination, harassment, and retaliation.
- Conducting internal investigations.
- Accommodation for disability and religion.
- Creating a diverse and inclusive workplace.

Unit Three: Employee Relations and Performance Management

- The legal aspects of performance management.
- Disciplinary actions and terminations.
- Employee privacy and monitoring.
- Managing employee grievances.
- Workplace bullying and hostile work environments.

Unit Four: Leave and Benefits

- Family and Medical Leave Act (FMLA) and other leave laws.
- Workers' compensation.
- Legal issues in employee benefits.
- Managing reasonable accommodation.
- Managing complex employee situations.

Unit Five: Modern Issues in Employment Law

- The legal challenges of remote work.
- Data privacy and cybersecurity.
- Social media and employee conduct.
- Collective bargaining and union relations.
- Future trends in labor and employment 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:

In the era of remote work and digital communication, how can HR professionals ensure that they are protecting employee privacy while also effectively managing legal risks related to remote work policies and data security?

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

This training course is unique because it is designed specifically for HR professionals who need a practical understanding of labor and employment law. While other courses are made for lawyers, our program focuses on the day-to-day legal and administrative challenges that HR practitioners face. We use a case-based approach, which is far more engaging than a typical lecture, to help you understand how legal principles are applied in the real world, from hiring to firing. The curriculum is not just about avoiding lawsuits, it is about making smart, ethical decisions that will protect your organization and its employees. By combining legal theory with practical HR training, our course helps you become a more confident and effective HR professional, ensuring that your organization operates with a strong foundation of legal compliance and ethical conduct.