

Scandinavian Academy
Training Center

Mobile | 00966536473335 : Mobile | 00966112695229 : Phone : 00966552365295
Email | info.en@scandinavianacademy.co Web site:https://scandinavianacademy.co/en :
Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Legal Aspects of HR and Personnel Management

Code	City	hotel	Start	End	price	Language - Hours
HT-685SA	Jeddah	Hotel Meeting Room	2026-12-06	2026-12-10	9950 SR	En - 25

Overview

The human resource department is responsible for compliance of a multitude of employment- and workplace-related laws. Most human resource managers also are responsible for training other key management personnel to ensure these laws are being upheld through-out the company. The most common laws that affect HR decisions and actions involve equal employment opportunities, discrimination, labor laws and medical leaves of absence, in addition to leave issues

Who should attend

HR personnel/ HR managers/ Legal advisors

Course outline

- Management as a science, human resource management as a special
- Constitutional and international acts about the relations between the employees and employers and its use.
- The analyses of the legal position of the employees in the public sector, considering the monist theory.
- Employment in public sector, open competition, the systemization, the personnel plans, the employment contract and the role of the principle in the processes of employment.
- Rights, duties and responsibilities of the civil servants, bodies and procedures of decision making.

- The termination of the employment relation of the civil servants.
- Social dialogue in public sector and the social partners.
- Collective bargaining in public sector.
- Employees' participation in management in public sector.
- The strike in public sector.
- Job evaluation/ Appraisals/KPI's
- Labor & employment issues
- Settlements
- Personnel Management
- Job security
- Job safety at workplace
- Fair treatment/ transparency
- Employee Leave Issues
- Family and medical leave issues
- Discrimination and harassment
- Drug free workplace and drug testing
- Personnel Issues
- Personnel Policies
- Miscellaneous
- Case Study

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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المملكة العربية السعودية - الرياض - حي الخليج - شارع الشيخ عبد العزيز بن عبد الرحمن بن بشر - 13223 - مكتب رقم 5
Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5