



SCANDINAVIAN ACADEMY
For Training and Development

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Course: Legal Aspects of HR and Personnel Management

Code	City	hotel	Start	End	price	Hours
685	Amman (Jordan)	Hotel Meeting Room	2024-10-06	2024-10-10	2950 €	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 and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

• **Theoretical Lectures:**

- We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.

• **Scientific Assessment:**

- We evaluate trainees skills before and after the course to ensure their progress.

• **Brainstorming and Interaction:**

- We encourage active participation through brainstorming sessions and applying concepts through role play.

• **Practical Cases:**

- We provide practical cases that align with the scientific content and the participants specific needs.

• **Examinations:**

- Tests are conducted at the end of the program to assess knowledge retention.

• **Educational Materials:**

- We provide both printed and digital scientific and practical materials to participants.

• **Attendance and Final Result Reports:**

- We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.

• **Professionals and Experts:**

- The programs scientific content is prepared by the best professors and trainers in various fields.

• **Professional Completion Certificate:**

- Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.

• **Program Timings:**

- Training programs are held from 10:00 AM to 2:00 PM and include coffee break sessions during lectures.