



**SCANDINAVIAN ACADEMY**  
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# Course: Legal Aspects of HR and Personnel Management

Code	City	Hotel	Start	End	Price	Language - Hours
685	Manama (Bahrain)	Hotel Meeting Room	2024-12-22	2024-12-26	2950 €	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 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.