



## Human Resource & Training



**SCANDINAVIAN ACADEMY**  
Training and Development



# Course: Legal Aspects of HR and Personnel Management

Code	City	hotel	Start	End	price	Hours
685	Geneva (Switzerland)	Hotel Meeting Room	2024-04-29	2024-05-03	5450 €	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 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 buffet sessions for light meals during lectures.