



*Training Course:  
Labor Law & HR Compliance*

*23 - 27 August 2026  
Istanbul (Turkey)  
DoubleTree by Hilton Istanbul Esentepe*

## Training Course: Labor Law & HR Compliance

Training Course code: HR236554 From: 23 - 27 August 2026 Venue: Istanbul (Turkey) - DoubleTree by Hilton Istanbul Esentepe Training Course Fees: 5775 € Euro

### Introduction

The Labor Law & HR Compliance training program has been designed by Global Horizon Training Center to provide HR professionals, managers, and compliance personnel with a practical understanding of labor legislation, employment regulations, and HR compliance frameworks. The program focuses on minimizing legal risks, ensuring compliance with labor laws, strengthening employment practices, and developing effective workplace policies aligned with current legal and organizational requirements. Through practical case studies and real-life scenarios, participants will gain the knowledge required to maintain a legally compliant and ethically responsible workplace.

### Objectives

By the end of this training program, participants will be able to:

- Understand the principles and framework of modern labor law.
- Interpret employment contracts and legal obligations of employers and employees.
- Ensure HR policies comply with labor legislation and organizational regulations.
- Manage disciplinary procedures and employee grievances in accordance with legal requirements.
- Reduce organizational legal risks through proactive HR compliance practices.
- Handle employee termination, redundancy, and dispute resolution legally and professionally.
- Conduct internal HR compliance audits and identify compliance gaps.
- Apply best practices in workplace ethics, equality, diversity, and anti-discrimination.
- Develop legally compliant HR documentation and procedures.

### Course Methodology

This highly interactive program combines:

- Expert-led presentations
- Practical workshops and exercises
- Case studies based on real workplace scenarios
- Group discussions and knowledge sharing
- HR compliance assessments
- Employment documentation review
- Role-playing for disciplinary and grievance procedures
- Action planning for workplace implementation

## Organizational Impact

Upon successful completion of this program, organizations will benefit from:

- Improved compliance with labor legislation
- Reduced legal disputes and employment claims
- Stronger HR governance and internal controls
- More consistent HR policies and procedures
- Better employee relations and workplace fairness
- Enhanced organizational reputation and ethical standards
- Increased confidence in handling complex employment matters
- Lower compliance and regulatory risks

## Target Audience

This program is designed for:

- HR Directors and HR Managers
- Human Resources Officers
- Employee Relations Specialists
- Compliance Officers
- Legal Advisors
- Payroll and Compensation Professionals
- Department Managers and Supervisors
- Administration Managers
- Business Partners
- Professionals responsible for workforce governance and compliance

## Outline

Day One: Foundations of Labor Law and Employment Regulations

- Principles and objectives of labor law
- Employment relationships and legal responsibilities
- Employer and employee rights and obligations
- Sources of labor legislation
- Types of employment contracts
- Working hours, overtime, and leave regulations
- Wages, benefits, and statutory entitlements
- HR legal responsibilities throughout the employee lifecycle
- Case studies on employment law compliance

#### Day Two: HR Policies, Contracts and Workplace Compliance

- Drafting legally compliant HR policies
- Employment contracts and contractual obligations
- Probation periods and confirmation procedures
- Workplace rules and employee handbooks
- Attendance, leave, and working time compliance
- Confidentiality, privacy, and employee data protection
- Compliance with equal opportunity and anti-discrimination regulations
- Managing workplace investigations
- Practical workshop on HR policy review

#### Day Three: Employee Relations, Discipline and Grievance Management

- Managing employee conduct legally
- Progressive disciplinary procedures
- Documentation and evidence requirements
- Conducting disciplinary investigations
- Employee grievance handling
- Workplace conflict resolution
- Harassment and workplace misconduct investigations
- Mediation and dispute prevention techniques
- Case studies involving employee relations issues

#### Day Four: Employment Termination and Legal Risk Management

- Lawful termination procedures
- Redundancy and restructuring considerations
- Resignation and notice requirements
- Wrongful dismissal and unfair termination
- Exit interviews and separation documentation
- Managing employment disputes
- Labor inspections and regulatory compliance
- HR legal risk assessment
- Developing organizational compliance controls

#### Day Five: HR Compliance Auditing and Best Practices

- HR compliance audit framework
- Identifying compliance gaps
- Recordkeeping and employment documentation
- Internal compliance monitoring systems
- Ethics and corporate governance in HR
- Compliance reporting and corrective action planning
- Developing HR compliance action plans



- International best practices in labor law compliance
- Final workshop: Building a legally compliant HR function
- Program review and action planning.

## Registration form on the Training Course: Labor Law & HR Compliance

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
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Giza, Giza Governorate,  
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