



Global Mobility Policy and International Assignment Governance Course

23 – 27 August 2027
Tokyo

Global Mobility Policy and International Assignment Governance Course

Ref: 624_147890 **Date:** 23 – 27 August 2027 **Location:** Tokyo **Fees:** 10000 Euro

Overview

Global Mobility Policy and International Assignment Governance Course is a five-day professional course for mobility, human resources, legal, payroll, and assignment functions who leave with a Global Mobility Assignment Governance File. Participants apply global mobility policy controls, international assignment governance, work authorization coordination, assignment documentation, payroll and tax coordination, duty of care, and assignment closure. The course resolves fragmented ownership through decision records, referral points, and audit trails. Agile Leaders Training Center presents global mobility governance as a coordinated operating discipline.

Who Should Attend

- Mobility functions responsible for assignment planning, policy application, and employee coordination
- Human resources functions responsible for employment interfaces, communication, and return planning
- Legal and compliance functions responsible for referrals, documents, records, and policy exceptions
- Payroll, tax, and benefits functions responsible for cross-border coordination and documented decisions
- Government liaison functions responsible for work authorization and external authority coordination
- Business managers responsible for assignment cases, costs, approvals, and duty of care

The course assumes participants coordinate employee assignments and business records, and it leaves out country-specific legal, immigration, tax, and employment advice.

Departments and Industries

The course supports departments and industries that assign employees across jurisdictions.

- Global mobility, human resources, and people operations
- Legal operations, compliance, payroll, tax, and benefits
- Energy, engineering, construction, and manufacturing
- Technology, telecommunications, logistics, and professional services
- Healthcare, hospitality, banking, and retail

Learning Objectives

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



- Apply assignment type, eligibility, policy, and approval controls
- Build role, authority, exception, and record governance matrices
- Analyze work authorization and employment documentation interfaces
- Use compensation, payroll, tax, social security, and benefits referral workflows
- Evaluate duty of care, security, health, and third-party controls
- Build repatriation, closure, and audit-trail records

Course Agenda

Day 1: Mobility Policy and Assignment Governance

- Assignment Type and Eligibility Matrix
- Global Mobility Policy Architecture Map
- Assignment Governance Role Matrix
- Business Case and Cost Approval Record
- Policy Exception Decision Log

Day 2: Work Authorization and Assignment Documentation

- Work Authorization Referral Checklist
- Home and Host Employment Interface Map
- Assignment Letter Content Checklist
- Data and Record Control Register
- Third-Party Provider Responsibility Matrix

Day 3: Compensation, Payroll and Benefits Coordination

- Compensation and Allowance Framework
- Payroll and Tax Referral Workflow
- Social Security and Benefits Coordination Matrix
- Expense and Relocation Control Sheet
- Assignment Cost Tracking Dashboard

Day 4: Duty of Care, Communication and Closure

- Duty of Care Risk Assessment
- Health, Security and Travel Coordination Plan
- Assignee Communication Calendar
- Repatriation and Return Planning Checklist
- Assignment Closure and Audit Trail



Day 5: Global Mobility Governance Practice

- Exercise: Map Policy Eligibility and Approval Controls
- Exercise: Build Authorization and Documentation Referrals
- Exercise: Coordinate Payroll, Tax and Benefits Interfaces
- Exercise: Evaluate Duty of Care and Closure Decisions
- Capstone Exercise: Global Mobility Assignment Governance File

Practical Exercises

The course uses suggested activities to apply assignment governance across different operating settings.

- Suggested activity: assess eligibility, assignment type, cost authority, and policy exceptions for an engineering assignment.
- Suggested activity: map work authorization, employment documentation, payroll, tax, and benefits referral points for a technology case.
- Suggested activity: build duty of care, travel, communication, and third-party controls for a logistics assignment.
- Suggested activity: prepare repatriation, closure, open-item, and retained-record evidence for a completed assignment.

FAQs

Who suits global mobility policy and international assignment governance training, and what does it assume?

It suits mobility, human resources, legal, compliance, payroll, tax, benefits, liaison, and business functions and assumes participants coordinate assignments and maintain business records.

How does international assignment governance differ from immigration training?

International assignment governance coordinates policy, approvals, employment interfaces, compensation, referrals, duty of care, records, and closure, while immigration training concentrates on jurisdiction-specific entry and work authorization rules.

What should a global mobility policy control?

A global mobility policy should control assignment types, eligibility, approvals, compensation principles, responsibilities, exceptions, records, communication, return planning, and referral points for specialist advice.



How does payroll and tax coordination support international assignments?

Payroll and tax coordination records responsible specialists, required inputs, decision points, employee communications, cost effects, and retained evidence without replacing jurisdiction-specific professional advice.

What belongs in an assignment closure audit trail?

An assignment closure audit trail should record return actions, payroll and benefits handoffs, open issues, provider closure, data retention, asset return, cost reconciliation, approvals, and lessons captured.

Conclusion

Participants leave with a Global Mobility Assignment Governance File containing policy architecture, eligibility controls, role matrices, referral workflows, cost records, duty of care controls, communication plans, and closure evidence. The file replaces fragmented assignment handling with accountable decisions and retained records. It also connects mobility policy to operational handoffs across responsible functions.