# HR Compliance Management and Employment Controls Training Course

9 – 13 May 2027
Nairobi

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**Ref:** 1223_190338 **Date:** 9 – 13 May 2027 **Location:** Nairobi **Fees:** 4500 Euro

## Overview

HR Compliance Management and Employment Controls Training Course is a one-week course for HR leaders, people operations, employee relations, compliance, and control teams who leave with an HR Compliance Control File. The course connects compliance obligations, workforce risk, policy governance, recruitment, worker records, conduct, investigations, workforce data, benefits administration, third-party labor, monitoring, and corrective action across the employment lifecycle. Agile Leaders Training Center presents HR compliance management as an evidence-based control discipline.

## Who Should Attend

- HR leadership functions responsible for workforce governance and compliance accountability
- People operations functions responsible for employment processes, records, leave, and benefits controls
- Employee relations functions responsible for conduct, grievances, investigations, and corrective action
- Compliance functions responsible for obligations, risk assessment, monitoring, and reporting
- Internal control and audit functions responsible for testing HR controls and evidence
- Procurement functions responsible for third-party labor and workforce-provider oversight

The course assumes participants design, operate, or review employment controls and leaves out jurisdiction-specific legal advice, payroll calculation, and introductory HR administration.

## Departments and Industries

The course supports HR compliance management across:

- Human resources, people operations, employee relations, compliance, and internal-audit departments
- Recruitment, payroll governance, benefits, workforce data, and shared-service functions
- Financial services, healthcare, energy, technology, and professional-service organizations
- Manufacturing, logistics, construction, retail, and hospitality organizations
- Public-interest, education, nonprofit, and development organizations

## Learning Objectives

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

- Analyze HR compliance obligations and workforce risks
- Build policy, recruitment, and worker-record controls
- Apply conduct, grievance, and investigation protocols
- Evaluate workforce data and third-party labor controls
- Use monitoring evidence to prioritize corrective action
- Create an HR compliance assurance file

## Course Agenda

### Day 1: HR Compliance Context and Governance

- ISO 37301 Compliance Management System Reference
- HR Compliance Obligation Register
- Employment Lifecycle Risk Assessment
- HR Compliance Roles and Accountability Matrix
- Policy Governance and Exception-Control Map

### Day 2: Recruitment and Employment Controls

- ISO 30405 Recruitment-Governance Reference
- Candidate Screening and Selection Control Checklist
- Employment Terms and Approval Record
- Worker Identity and Personnel-File Control
- Onboarding Obligation and Evidence Tracker

### Day 3: Conduct, Cases, and Workforce Administration

- Workplace Conduct and Conflict-Control Framework
- Grievance Intake and Protected-Reporting Protocol
- HR Investigation Triage and Case Plan
- Leave and Benefits Administration Control Matrix
- Corrective Action and Decision-Evidence Record

### Day 4: Data, Third Parties, and Monitoring

- Workforce Data Access and Retention Control Map
- Third-Party Labor Due-Diligence Checklist
- HR Compliance Indicator and Threshold Dashboard
- ISO 30414 Human-Capital Disclosure Reference
- Monitoring, Testing, and Issue-Escalation Schedule

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## Day 5: HR Compliance Assurance Practice

- Exercise: Map Employment Compliance Obligations
- Exercise: Test Recruitment and Record Controls
- Exercise: Triage a Conduct and Investigation Case
- Exercise: Evaluate Monitoring and Corrective Action
- Capstone Exercise: HR Compliance Control File

## Practical Exercises

The course uses suggested activities to practice HR compliance decisions:

- Suggested activity: map obligations and policy controls for a healthcare workforce process
- Suggested activity: test recruitment and personnel-file evidence in a technology organization
- Suggested activity: triage a conduct concern involving a logistics contractor
- Suggested activity: present monitoring results and corrective actions to a governance committee

## FAQs

### Who does HR compliance management training suit, and what does it assume?

HR compliance management training suits experienced HR, people operations, employee relations, compliance, audit, and control functions and assumes responsibility for employment processes, evidence, workforce risk, or assurance decisions.

### How does HR compliance management differ from labor law training?

HR compliance management converts applicable obligations into governed policies, operating controls, evidence, monitoring, investigations, corrective action, and improvement rather than explaining the legal rules of one jurisdiction.

### What belongs in an HR compliance obligation register?

An HR compliance obligation register records each applicable requirement, affected process, control owner, evidence source, review frequency, change trigger, monitoring method, and escalation route.

### How should HR compliance controls be monitored?

HR compliance controls should be monitored through defined indicators, evidence testing, exception review, case trends, third-party oversight, issue ownership, escalation, and verification that corrective actions address root causes.

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## What evidence supports HR compliance assurance?

HR compliance assurance uses approved policies, decision records, recruitment files, worker records, case documentation, access logs, third-party reviews, monitoring results, corrective-action evidence, and management review decisions.

## Conclusion

Participants take back an HR Compliance Control File containing an obligation register, risk assessment, policy map, recruitment checklist, worker-record controls, case protocol, administration matrix, data map, third-party checklist, monitoring dashboard, and corrective-action record. The file turns employment requirements into testable controls and evidence. It supports accountability, consistent decisions, issue escalation, and improvement across the employment lifecycle.