

SEMINAR NOTICE



THE KENYA SCHOOL OF LAW

**COURSE: LEGAL COMPLIANCE IN HUMAN RESOURCE
MANAGEMENT
(3 LSK CLE POINTS)**

DATE: 8-12 October, 2018

VENUE: KISUMU

Theme: “Avoiding Legal Pitfalls”

ABOUT THE COURSE

LEGAL COMPLIANCE IN HUMAN RESOURCE MANAGEMENT is a course that has been conceptualized and developed by the Kenya School of Law to address the increasing concerns arising from failure by Human Resource Managers and Officers to appreciate the legal milieu they operate in. The goal of the course is to transform Human Resource Management & operations in both private and public institutions through strict adherence to constitutional, statutory, policy and administrative requirements, as well as best practices.

The Course will have sessions devoted to practical activities simulating the various stages of an actual human resource compliance audit exercise. This course will be delivered by persons who have experience in the relevant field and who have extensive experience in conducting Human Resource Management Audits. In addition, there will be guest presenters by personnel from selected oversight institutions.

TRAINING FOCUS

The course is recommended for middle to senior level officers involved in Human Resource Management, Administration, Legal Compliance, legal practitioners, in-house counsel, proprietors of businesses, and policy-makers in public and private institutions.

Human Resource Management is a strategic, integrated and coherent approach to the employment, development and well-being of the people working in organisations. The goals of Human Resource Management function have been identified as to support the organization in achieving its objectives by developing and implementing HR strategies that are integrated with business strategy; contribute to the development of a high-performance culture; ensure that the organization has the talented, skilled and engaged people it needs; create a positive employment relationship between management and employees and a

climate of mutual trust; encourage the application of an ethical approach to people management (Armstrong and Taylor, 2015).

To realise those goals, a Human Resource Management officer will have to navigate a plethora of legal landscapes. Failure to comply with legal and policy requirements would often result in suits, destruction of staff morale, and failure of an organization to realise its strategic objectives that are of necessity driven by human resource of the organization.

This training is designed to ensure that at the end of the training, the participant is able to, amongst other objectives:

- a) Demonstrate their understanding of Constitutional, legal compliance and policy requirements in relation to Human Resource Management;
- b) Advise their respective organizations on legal compliance in Human Resource Management;
- c) Review their institution's human resource policies and practices to align them with the Constitution, legislation and national policies;
- d) Develop terms of reference for an HR legal audit;
- e) Prepare compliance checklist for Human Resource Management;
- f) Prepare and populate an HR legal compliance matrix;
- g) Demonstrate their understanding of recent judicial pronouncements on various matters under human resource management.

YOUR INVESTMENT: Ksh. 95,000 (non-East Africans USD 1,250) inclusive of VAT and registration fee. (Covers *tuition fees, course materials, stationery, lunch and refreshments*)

Application Process

Application forms may be obtained from Kenya School of Law, Karen, CPD Department Gate A, Ground Flr, Mutula Hall or downloaded from our website http://www.ksl.ac.ke/wp-content/uploads/2018/04/CPD_REGISTRATION_FORM_.pdf

Money should be deposited in the **School's account (Account No. 202 2029 110 Barclays Bank of Kenya, Barclays Plaza Branch, Nairobi, Kenya)** and banking slips presented to the Finance office. Please note that we would wish to have your duly completed application form and proof of payment by **10th September 2018** to enable us to adequately prepare for the course. Late applicants should confirm availability of space before paying for the course.

For more information, please contact Course Coordinator, Isaac Kuloba (Assistant Director, CPD, P & R), Sam, Anne or Jaqueline on: Tel: +254- +254(020) 2699581/6
Email: cpd@ksl.ac.ke, ikuloba@ksl.ac.ke, sakhwale@ksl.ac.ke, ayitso@ksl.ac.ke or jacqueline@ksl.ac.ke Website: www.ksl.ac.ke



for DR. HENRY K. MUTAI
DIRECTOR / CHIEF EXECUTIVE OFFICER