

SEMINAR NOTICE



THE KENYA SCHOOL OF LAW LEGAL AUDIT & COMPLIANCE IN HUMAN RESOURCE MANAGEMENT

**(ACCREDITED BY: Institute of Human Resource Management (IHRM)
And Law Society of Kenya (LSK) For CPD POINTS)**

THEME: *“Avoiding Legal Land Mines”*

DATE: **28th October to 1st November, 2019** -(Course rescheduled from 23-27 September, 2019)

VENUE: **Kisumu**

COURSE OVERVIEW

Human resource function is at the heart of support departments in both public and private institutions. Auditing this function can reveal likely legal landmines, and also opportunities for performance improvement. Moreover, in public institutions, there is often the need to comply with certain reporting obligations which combine HR issues with others which cannot be dealt with as stand-alone evaluation of staff-related issues. Within this complex situation, internal and external legal/HR auditors have to play their vital role in ensuring that their organizations do not duplicate work thereby leading to wastage of resources.

To receive a comprehensive understanding of the legal HR audit universe, HR compliance audits need to be particularly planned, conducted and reported in a well-structured manner. Both managers and auditors need take this into account before beginning any investigation. To achieve this, they require specific skills and techniques. This course endeavours to help institutions to comply with legal obligations in HR management.

WHAT YOU WILL LEARN:

- Legal and regulatory framework applicable to HR management;
- Policy and guidelines in HR Management impacting on legal compliance;
- How to develop terms of reference for an HR legal audit;
- Identification and prioritization of legal risks in HR management, including areas prone to fraud and irregularities;
- Methodology of HR legal audit;
- The key documentation requirements for public sector HR audits;
- Key thematic areas for HR legal audit;
- HR legal audit reports and reporting.

THE SEMINAR IS RECOMMENDED SPECIALLY FOR:

In-house counsel, advocates, internal auditors, external auditors, evaluation officers, compliance managers, human resources officers, administration officers, and quality assurance officers.

YOUR BENEFITS:

- Ensure that your HR function follows all relevant laws and guidelines;
- Receive practical advice on how to prepare and handle audits of the complex audit universe of public HR.
- Protect the integrity of your public institution by learning how to discover unethical practices.
- Consult your individual questions and issues with our experts and receive practical advice and real solutions for your HR audits.
- Network and exchange experiences with our experts and colleagues who deal with public sector human resource management and audits.

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 the Kenya School of Law, Karen, CPD Department Gate A, Ground Floor, Mutula Hall, or downloaded at:

http://www.ksl.ac.ke/wp-content/uploads/2018/04/CPD_REGISTRATION_FORM_.pdf

Fees 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 or evidence of electronic funds transfer presented to the Finance office.

Please note that we would wish to have your **duly completed application form and proof of payment (or confirmation of participation)** by **22/10/2019** to enable us to adequately prepare for the course. For more information, please contact Course Coordinator: **Mr. Kefa Simiyu, Mr. Isaac Kuloba (Assistant Director, CPD), Anne or Jacqueline** on:

Tel: +254(020) 2699581/6 Email: ikuloba@ksl.ac.ke, mkefa@ksl.ac.ke, ayitso@ksl.ac.ke, jacqueline@ksl.ac.ke Website: www.ksl.ac.ke



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



ISO 9001:2015 Certified Organization