



Legal HR Training Course Curriculum

STRUCTURE



LEGAL HR COURSE CONTENT

“Learn all legal HR rules and regulations and present yourself more confidently like never before.”

About Croma Campus:

Croma Campus Training & Development Private Limited is an education platform since 2010 providing rigorous industry-relevant programs designed and delivered in collaboration with world-class faculty and industry.

- Hands-On Live Projects
- Simulation Test Papers
- Industry Cases Studies
- 61,640+ Satisfied Learners
- 140+ Training Courses
- 100% Certification Passing Rate
- Live Instructor Classroom / Online Training
- 100% Placement Assistance

Course Objectives:

- This program will teach you how to handle daily legal issues with more confidence
- You will learn where discrimination may occur and how to handle it.
- You will learn how to communicate legal policies and procedures in an organization.
- The most important employment legislation and how it affects your workplace and job
- Documentation you must have as a Legal HR in your Company.

Course Description:

There's no end to the legal pitfalls you face every day on the job, and as a human resource professional, you're expected to stay on top of it all. Meeting that challenge requires continuing education that keeps you abreast of the latest legal changes along with the best employment practices. That is why our "Legal HR Training Course" is so important.

By joining our training program, you will learn what you need to know to handle the legal issues and Grey areas you face every day. You'll also learn how to think like a lawyer, so you can anticipate and sidestep problems before they arise.

The course is suitable for Human resource managers, specialists and generalists, and anyone who has the responsibility of ensuring Legal HR practices within an organization. This course is especially useful for those who must keep up-to-date with the ever-changing HR laws.

Croma Campus Training Program Deliverables:

- **Session Recordings** - Original Class Room Voice & Video Recording
- **Training Material** - Soft Copy Handbooks
- **Assignments** | Multiple Hands-on Exercises
- **Test Papers** - We provide **Practice Test** as part of our course to help you prepare for the actual certification exam.
- **Live Case Studies**
- **Live Projects** - Hands-on exercises and Project work. You will work on real time industry-oriented projects and assignments for each module to practice.

- **Key focus on Hands-on exercises and Project work.** You will work on real time industry-oriented projects.
- Faculty with more than **10+ Years of Experience** in the Industry.
- **Technical Resume Designing & Job Assistance:** With more than 100+ Clients across the Globe and we help learners to get a good job in their respective field. We also help learners with resume preparation.
- **Interview Q&A**
- **About Croma Campus Training Certificate:** Croma Campus will provide you with an industry-recognized (Certified by **ISO 9001:2015 & E-Cell IIT Jodhpur**) course completion certificate which has lifelong validity.
- **How I Unlock my Croma Campus Certificate:** Attend Complete Batch & Submit at least One Completed Project.

Course Content:

Module 1: Introduction to Indian Labour Laws

- Concept clarity on Indian Labour laws
- Official Gazette / notification
- Labour dept. functioning
- Shop & establishment act implementation
- Factory act implementation

Module 2: Main Central Labour laws + Various Returns & Penalties

- Employees Provident Fund and Miscellaneous Provisions Act ,1952
- Employee state Insurance Act, 1948
- Payment of Bonus Act, 1965
- Payment of Gratuity Act, 1971
- Maternity Benefit Act 1961
- The Contract Labour (Regulation & Abolition) Act, 1970
- The Apprentice Act, 1961
- Labour Welfare Fund
- Payment of Wages Act, 1936
- Minimum Wages Act, 1948
- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redresses) Act, 2013 ("POSH Act")

Module 3: Upcoming New Labour codes

- The wage code, 2019
- The Industrial Relations Code, 2020
- The Code on Social Security, 2020
- The Occupational Safety, Health and Working Conditions Code 2020

Module 4: Legal aspects of HR

- Drafting Appointment letter, employment bond.
- Drafting Termination letter & termination various legal aspects.

- Issuing Show cause notice
- Issuing performance improvement plan (PIP)
- Drafting Business code of Conduct & Non-disclosure Agreement

Module 5: Placement Guide

- Tips to clear an Interview
- Common Interview questions and answers
- Legal HR Interview Questions and Answers
- Resume Building Guide
- Attempt for the related Global Certification Exam
- Earn Credentials and Start applying for Jobs