GLOBAL Business Minds

HARNESS THE POWER OF KNOWLEDGE

Navigating the Maze: Mastering HR Compliance in a Complex Regulatory Landscape

TRAIN

Introduction:
In today's ever-evolving legal and regulatory environment, HR professionals face a complex landscape of compliance requirements. This comprehensive 5-day training program, delivered by Global Business Minds, equips HR professionals with the essential knowledge and skills to navigate HR compliance with confidence. Learn to stay up-to-date on key regulations, mitigate risk, and ensure your organization adheres to best practices

Program Goals:
• Develop a comprehensive understanding of core HR compliance areas, including federal, state, and local regulations
• Master essential laws and regulations impacting key HR functions (recruitment, onboarding, performance management, compensation & benefits, and employee relations)
• Learn to identify and mitigate potential legal risks associated with non-compliance
• Develop effective strategies for staying updated on evolving legal and regulatory changes impacting HR
• Gain practical skills for conducting internal HR compliance audits and investigations
• Become proficient in recordkeeping practices to ensure compliance with data privacy regulations
• Learn to effectively communicate HR compliance requirements to all levels within the organization
• Develop a proactive approach to HR compliance and build a culture of compliance within your organization

Training Agenda:
Day 1: The Fundamentals of HR Compliance:
• Understanding the importance of HR compliance and its impact on the organization
• Exploring key federal regulations impacting HR practices (FLSA, ADA, FMLA, Title VII)
• Learning about state and local compliance requirements relevant to your organization's location
• Identifying potential legal risks associated with non-compliance in various HR functions
Day 2: Compliance Across Core HR Functions:
• Deep dive into compliance considerations for core HR functions: recruitment, onboarding, performance management, compensation & benefits, and employee relations
• Learning about anti-discrimination laws and preventing workplace harassment
• Understanding wage and hour regulations, including minimum wage and overtime pay
• Exploring employee leave regulations (FMLA, ADA leave) and proper management practices
Day 3: Building a Culture of Compliance:
• Developing effective strategies for staying updated on evolving legal and regulatory changes impacting HR
• Learning to conduct internal HR compliance audits and identify potential gaps
• Creating and implementing comprehensive HR compliance training programs for all employees
• Developing clear policies and procedures to ensure adherence to compliance requirements
Day 4: Recordkeeping and Data Privacy:
• Understanding recordkeeping best practices for essential HR documents (employment applications, I-9 forms, performance reviews)
• Exploring data privacy regulations (HIPAA, GDPR) and their implications for HR data management
• Learning about data security measures to protect employee information
• Developing a compliant approach to data retention and disposal
Day 5: Effective Communication and Risk Mitigation:
• Mastering communication strategies for effectively communicating HR compliance requirements to all organizational levels

• Developing a proactive approach to risk mitigation and preventing legal issues
• Learning how to handle employee complaints and conduct workplace investigations in a compliant manner
• Building a strong relationship with legal counsel to ensure compliance best practices

Target Audience:
This program caters to a diverse audience, including:
• HR professionals seeking to develop a strong foundation in HR compliance
• Business leaders needing to understand their legal responsibilities related to HR practices
• Compliance professionals interested in strengthening their knowledge of HR compliance regulations
• Anyone interested in learning how to navigate the complexities of HR compliance and mitigate risk

By participating in this intensive program, you'll gain the comprehensive knowledge and practical skills to ensure your organization adheres to essential HR compliance requirements. You'll learn to mitigate legal risks, develop a culture of compliance, and contribute to a safe, fair, and legally compliant work environment.