

HUMAN RESOURCES | COURSE BROCHURE

HR Policies and Employment Law Essentials

5 days | Classroom training | English

SMART HORIZON

info@smart-horizon.eu
Amsterdam
The Netherlands

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Course content

Why attend

HR policies must comply with employment law while supporting fair and consistent people management. This course covers the essentials of employment law and policy writing: contracts, working time, leave, discrimination, discipline and termination, data privacy, and how to draft, communicate and review HR policies.

Inconsistent or outdated policies expose organisations to legal claims. You will learn to build a clear, compliant policy framework.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Legal principle briefings, policy drafting exercises, case studies of employment disputes and review clinics.

Course objectives

By the end of this course, participants will be able to:
• Explain key employment law principles
• Draft clear and compliant HR policies
• Manage contracts and changes to terms
• Apply policies on leave, working time and conduct
• Handle termination lawfully and fairly
• Review and update policies regularly

Target audience

This course is suitable for:
• HR officers and managers
• HR generalists
• Line managers with HR responsibilities
• Legal and compliance staff
• Business owners



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Target competencies

Participants will develop competencies in:

- Legal awareness
- Policy drafting
- Contract management
- Fair process
- Compliance review

Course outline

Day 1: Employment Law Basics

09:00–10:08	Sources of employment law
10:08–11:00	Employee rights
11:00–11:30	**Coffee break**
11:30–11:45	Employee rights (continued)
11:45–12:53	Employer obligations
12:53–14:00	Exercise

Day 2: Contracts and Terms

09:00–10:08	Employment contracts
10:08–11:00	Changing terms
11:00–11:30	**Coffee break**
11:30–11:45	Changing terms (continued)
11:45–12:53	Probation
12:53–14:00	Case study

Day 3: Key Policies

09:00–10:08	Leave and working time
10:08–11:00	Conduct and discipline
11:00–11:30	**Coffee break**



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11:30–11:45	Conduct and discipline (continued)
11:45–12:53	Equality and harassment
12:53–14:00	Drafting workshop

Day 4: Termination

09:00–10:08	Fair reasons
10:08–11:00	Process
11:00–11:30	**Coffee break**
11:30–11:45	Process (continued)
11:45–12:53	Settlement
12:53–14:00	Simulation

Day 5: Policy Framework

09:00–10:08	Policy structure
10:08–11:00	Communication
11:00–11:30	**Coffee break**
11:30–11:45	Communication (continued)
11:45–12:53	Review cycle
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Cape Town Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,890.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,250.–**
Rome Confirmed dates	30 Nov 2026	4 Dec 2026	**€2,450.–**
Online Confirmed dates	30 Nov 2026	4 Dec 2026	**€1,250.–**
Barcelona Confirmed dates	4 Jan 2027	8 Jan 2027	**€2,840.–**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**€1,250.–**
Rome Confirmed dates	25 Jan 2027	29 Jan 2027	**€2,450.–**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**€1,250.–**
Barcelona Confirmed dates	15 Feb 2027	19 Feb 2027	**€2,840.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,250.–**
Dubai Confirmed dates	8 Mar 2027	12 Mar 2027	**€3,150.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.–**
Paris Confirmed dates	22 Mar 2027	26 Mar 2027	**€2,860.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**€1,250.–**
London Confirmed dates	12 Apr 2027	16 Apr 2027	**€2,450.–**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**€1,250.–**
Frankfurt Confirmed dates	3 May 2027	7 May 2027	**€2,650.–**
Online Confirmed dates	3 May 2027	7 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Vienna Confirmed dates	24 May 2027	28 May 2027	**€2,940.–**
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.–**
Amsterdam Confirmed dates	14 Jun 2027	18 Jun 2027	**€2,540.–**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,250.–**
Kuala Lumpur Confirmed dates	28 Jun 2027	2 Jul 2027	**€1,450.–**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**€1,250.–**
Dubai Confirmed dates	19 Jul 2027	23 Jul 2027	**€3,150.–**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**€1,250.–**
Rome Confirmed dates	9 Aug 2027	13 Aug 2027	**€2,450.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,250.-**
Cape Town Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,890.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,250.-**
Dubai Confirmed dates	20 Sept 2027	24 Sept 2027	**€3,150.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**
London Confirmed dates	4 Oct 2027	8 Oct 2027	**€2,450.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**€1,250.-**
Vienna Confirmed dates	25 Oct 2027	29 Oct 2027	**€2,940.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**€1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Cape Town Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,890.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.-**
Istanbul Confirmed dates	6 Dec 2027	10 Dec 2027	**€2,650.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

info@smart-horizon.eu
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