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COURSE BROCHURE

Applied Labour Law for HR and Employee Relations Training Course

20 – 24 December 2026
Amman

Applied Labour Law for HR and Employee Relations Training Course

Ref: 839_31836 **Date:** 20 – 24 December 2026 **Location:** Amman **Fees:** 3300 GBP

Applied Labour Law for HR and Employee Relations is a 1-week training course for HR managers and employee relations officers who turn employment rules into daily decisions on contracts, hours, leave, discipline and exits, and who leave with an Employment Decision File for their organisation. Employment disputes now start from small gaps in records, so consistent and documented practice protects both the employer and the workforce. Jupiter Prime Training delivers this Applied Labour Law course.

Why Applied Labour Law Matters Now

Three forces shape how employers apply labour rules today. Workforces are more mobile and better informed about their entitlements, so questions about pay, hours and leave reach HR sooner and in writing. Digital HR systems now hold every contract change, warning and absence record, which means inconsistencies are easy to find. An organisation that applies the rules consistently keeps trust and avoids costly claims; one that improvises invites grievances, labour complaints and damaged morale. The course rests on the applicable labour law, internal policies and fair-procedure principles, described in general terms.

Who Gains Most from Applied Labour Law

- Specialists who draft offer letters, employment contracts and amendments
- Officers who handle attendance, overtime and leave entitlements
- Advisers who run investigations, disciplinary hearings and warnings
- Practitioners who manage resignations, dismissals and final settlements
- Coordinators who answer employee grievances and keep personnel records

An HR department gains most when its contract, payroll and employee relations specialists attend together and agree one shared approach.

Applied Labour Law Capabilities

Participants practise the employment decisions that most often lead to disputes.

- Specify contract clauses on probation, duties, pay and notice — hiring managers and new joiners
- Calculate working hours, overtime and rest periods — payroll and shift supervisors
- Apply leave entitlements for annual, sick and family absence — line managers
- Design a fair disciplinary sequence from investigation to sanction — employee relations panels
- Calculate end-of-service gratuity and final settlements — finance and departing employees
- Build an audit-ready record of each employment decision — legal advisers and senior HR

Key Applied Labour Law Terms

- Employment contract — the written agreement setting duties, pay, hours, notice and other terms between employer and employee.
- Probation period — an initial trial stage during which either party may end employment on shorter notice under agreed terms.
- Overtime — hours worked beyond the normal working schedule, usually paid at a higher rate set by law or contract.
- Disciplinary procedure — the defined steps of notice, investigation, hearing and sanction an employer follows before penalising misconduct.
- End-of-service gratuity — a payment due to an employee when employment ends, calculated from final wage and length of service.
- Grievance — a formal complaint raised by an employee about treatment, terms or conditions at work.

Applied Labour Law Day by Day

Day 1: The Employment Relationship and Its Sources

- Sources of Employment Rules — Ranking Law, Contract, Policy and Practice
- Employer and Employee Status Tests — Classifying Staff, Contractors and Agency Workers
- Offer Letters and Contract Clauses — Setting Duties, Pay and Notice Terms
- Fixed-Term and Open-Ended Contracts — Choosing Duration and Renewal Rules
- Contract Variation Procedure — Changing Terms With Documented Employee Consent

Day 2: Working Time, Pay and Leave

- Working Hours and Rest Schedules — Planning Shifts Within Legal Limits
- Overtime Calculation Methods — Paying Extra Hours Accurately and Consistently
- Annual Leave Entitlement Rules — Accruing, Scheduling and Carrying Forward Days
- Sick and Family Leave Handling — Verifying Absence and Protecting Pay
- Wage Deductions and Payslips — Deciding Lawful Deductions and Disclosures

Day 3: Conduct, Discipline and Grievances

- Workplace Rules and Codes of Conduct — Communicating Expected Behaviour Clearly
- Misconduct Investigation Steps — Gathering Statements and Evidence Fairly
- Disciplinary Hearing and Sanction Scale — Matching Penalty to Offence
- Grievance Handling Procedure — Resolving Complaints Before They Escalate
- Warning Letters and Appeal Rights — Recording Decisions and Review Routes

Day 4: Ending Employment Lawfully

- Resignation and Notice Periods — Accepting, Waiving or Enforcing Notice
- Dismissal Grounds and Valid Reasons — Testing Termination Before Action
- Redundancy and Restructuring Exits — Selecting Roles and Consulting Staff
- End-of-Service Gratuity Calculation — Computing Final Entitlements Without Disputes
- Final Settlement and Clearance Forms — Closing Employment With Signed Releases

Day 5: Practising the Employment Decision File

- Contract Review Exercise — Applying Day One Clauses to Sample Agreements
- Leave and Overtime Case Clinic — Resolving Disputed Hours and Absence
- Disciplinary Case Simulation — Running an Investigation Through to Sanction
- Exit Calculation Drill — Testing Gratuity and Settlement Figures Under Pressure
- Employment Decision File Build — Assembling Templates, Checklists and Records

Applying Applied Labour Law After the Course

- Audit ten current employment contracts against the clause checklist and correct missing notice, probation or pay terms.
- Rerun the last three disciplinary or exit cases through the fair-procedure sequence and record any gaps in evidence.

Applied Labour Law Questions FAQ

What is Applied Labour Law and why does it matter now?

Applied Labour Law is the daily use of employment rules in contracts, hours, leave, discipline and exits. It matters now because employees know their entitlements, HR systems expose inconsistencies, and a poorly documented decision can quickly become a formal complaint.

Which roles gain most from Applied Labour Law training?

HR managers and employee relations officers gain most. Contract, payroll, investigation and exit specialists benefit most when they attend together.

How does Applied Labour Law differ from an employment litigation course?

Applied Labour Law focuses on preventing disputes through correct daily practice, not on representing a party before a court or tribunal. You work on contracts, calculations and procedures, while litigation courses address pleadings, evidence and advocacy.

What do you bring back from Applied Labour Law training?

You bring back a working file of contract checklists, overtime and gratuity calculations, disciplinary letters and exit forms. It lets your HR team answer employment questions consistently.

Applied Labour Law: The Way Forward

The Employment Decision File gives HR one reference for contracts, hours, leave, discipline and exits. Its first use is often a contract audit that reveals missing terms before a dispute does. Line managers, payroll and employee relations officers draw on it daily. After its first use, revisit the disciplinary and exit sections, where changing practice and new cases test the file most.