

Course : Employment legislation for HR

respect the rights and obligations of stakeholders
Practical course - 2d - 14h00 - Ref. LTR
Price : 1590 CHF E.T.



This training course will enable you to deepen your knowledge and skills in employment law. You'll learn about the key points to watch out for throughout the life of an employment contract, the employer's responsibilities and how to ensure the employability of your employees in compliance with regulations.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Deepen knowledge and skills in labor law
- ✓ Monitoring key points of the employment contract
- ✓ Identify and prevent physical and mental occupational hazards
- ✓ Employers' responsibilities

Intended audience

HR managers, human resources executives.

Prerequisites

Basic knowledge of labor law (for HR).

Practical details

Hands-on work

Quizzes, case studies, examples of application, exchanges of experience.

Course schedule

PARTICIPANTS

HR managers, human resources executives.

PREREQUISITES

Basic knowledge of labor law (for HR).

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

1 The legal environment

- The structure and sources of labor law: constitution, laws, practices, collective agreements, case law.
- Relations with occupational health services, and an overview of compulsory and optional visits.
- The role of the labor inspectorate and social partners. The company's obligations towards them.
- Obligations to inform employees (posters, compulsory registers).

Exercise

Cite the 12 sources of labor law. Discuss where to look for legal information.

2 Employer's responsibility for health and safety

- Identifying and assessing occupational risks: the single document.
- The obligation to achieve safety results.
- Risk prevention and the prevention passport.
- Obligations in the face of specific risks: arduous work, violence in the workplace, harassment.
- Work-related accidents and illnesses.
- Inexcusable fault: concept and consequences.

Exercise

Quiz, case study on how to draw up a prevention plan to guard against the risk of harassment.

3 Employment contract: key points to watch out for

- Choosing the right contract: the latest regulatory developments in permanent and fixed-term contracts.
- Specific legal aspects of working hours: overtime and complementary hours, annual day rate.
- Modifying employment contracts in complete safety.

Exercise

Exercise on the differences between changes to the contract and changes to working conditions. Application to working hours.

4 Exercising disciplinary power

- Leveraging the role of internal regulations
- Identify faulty situations.
- Choose the appropriate sanction.
- Master the procedure according to the sanction envisaged.

Hands-on work

Identifying the appropriate penalty for misconduct. Case law review.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

5 Manage employees' careers in compliance with regulations

- Ensuring employee employability: training, professional interview, CPF.
- Preventing discrimination in the workplace.
- Guaranteeing professional equality, particularly between men and women: the equality index.

Exercise

Quizzes, exchanges of best practices.

Dates and locations

REMOTE CLASS

2026 : 25 June, 24 Sep., 7 Dec.