

Course : Mastering the employment contract: from hiring to termination

Practical course - 2d - 14h00 - Ref. TRV

Price : 1590 CHF E.T.

★★★★☆ 3,8 / 5

The employment contract has a strong legal value and unites an employer and an employee. This training course will enable you to master the legal environment and its practical aspects, so as to develop the right reflexes to deal with situations encountered daily in the workplace, and thus prevent litigation.

Teaching objectives

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

- ✓ Master the legal environment of the employment contract
- ✓ Drafting sensitive clauses
- ✓ Analyze the different cases of contract suspension
- ✓ Preventing disputes and managing employee representatives

Intended audience

HR managers, HR assistants, personnel managers, legal experts, and all employees who have to manage labor relations.

Prerequisites

Knowledge of labor law.

Course schedule

1 Drawing up the constituent elements of the employment contract

- Social obligations prior to hiring.
- The open-ended employment contract.
- The fixed-term employment contract.
- Temporary employment contracts.
- Terms and conditions of the trial period.

Exercise

Brainstorming: list the constituent elements of the employment contract.

PARTICIPANTS

HR managers, HR assistants, personnel managers, legal experts, and all employees who have to manage labor relations.

PREREQUISITES

Knowledge of labor law.

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.

2 Controlling sensitive clauses and working hours

- Confidentiality clause.
- The non-competition clause.
- The mobility clause.
- Actual working time.
- Part-time work.
- Overtime.

Exercise

Analysis of case law on modifications to employment contracts.

3 Knowing when an employment contract can be suspended

- Occupational illnesses and accidents.
- Maternity leave.
- Justified and unjustified absences.
- The CPF and the transitional CPF.

Exercise

Group analysis of different cases of suspension of the employment contract.

4 Managing the performance and termination of employment contracts

- Employee obligations: contractual, loyalty.
- Employer obligations: compulsory declarations, employee training, payment of remuneration.
- Dismissal for personal reasons.
- Redundancy for economic reasons.
- Amicable, transactional and collective termination.
- Resignation.
- Retirement.

Exercise

Write a letter of dismissal based on a business case. Group correction.

5 Managing IRP, the inspector and occupational medicine

- The C.S.E's resources and responsibilities
- The role of the C.S.E. referent in charge of combating sexual harassment and gender-based harassment
- Identify the role of the Health, Safety and Working Conditions Committee.
- The unions.
- The labor inspector.
- Occupational medicine.

Exercise

Debate on litigation before the Conseil des Prud'hommes. Implementing social dialogue.

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.

Dates and locations

REMOTE CLASS

2026 : 25 June, 25 June, 5 Nov., 5 Nov.