**最新版劳资法务指南**

**New Guide to the Employment Law**

**Duration: 2 Days**

**Price: 4680 Yuan**

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| **Jan** | **Mar** | **May** | **Sep** | **Oct** |
| 20-21(SH) | 24-25(BJ) | 9-10(SH) | 5-6(BJ) | 17-18(SH) |

**课程意义：**

本课程可以使你了解基本的人力资源法律规则；使你通过制订、实施合理的公司规章制度、劳动合同来完成对公司人力资源的总体管理；从而使你在繁琐庞杂的人力资源管理工作中抓住关键的细节；使你在发生劳资纠纷时能采取有效的方式解决问题。

**参加对象：**

\* 人力资源总监、人力资源经理、薪酬经理、招聘经理、培训经理、行政经理

\* 人力资源主管及专员

\* 劳动关系管理经理/主管/专员

\* 法律秘书及法务代表

**内容大纲：**

**1. 澄清某些人力资源法律概念的误区**

\* 为什么劳动法与其他法律有所不同

\* 比较标准工时工作制、不定时工作制与综合计算工时制

\* 社会保险与公积金都是强制性的吗

\* 解析人事外包与劳动力派遣

\* 解读工会组织与工会组织扮演的角色

\* 工资的组成与最低工资的计算

\* 经济补偿金、赔偿金与违约金

**2. 纵览劳动合同与劳务合同**

\* 劳动合同的一般条款

\* 劳动合同的试用期

\* 可以在劳动合同内附加的条款：保密条款、脱密期条款、竞业限制条款、赔偿条款

\* 事实劳动关系、有固定期限劳动合同与无固定期限劳动合同

\* 劳务合同与劳动合同的比较

\* 集体合同到底有什么作用

**3. 企业规章制度的制定和执行**

\* 制订企业规章的步骤与方法

\* 部分企业规章内容解读

 - 病假与病假工资

 - 加班与休假

 - 工伤与工伤待遇

 - 劳动保护与安全卫生

 - 福利与培训

\* 执行企业规章时需注意到的要点

**4. 劳资纠纷的处理对策及程序**

\* 如何预防劳资纠纷

\* 劳资纠纷过程中的举证责任与证据搜集

\* 如何有效地与律师一起解决劳动争议

**Program Outline：**

**1. Clarification on some concepts of labor legal affairs**

\* Why labor law and other laws are different

\* Comparison of standard, flexible and comprehensive calculated working hour system

\* Are social insurance and housing fund compulsory

\* Analysis on HR outsourcing and labor dispatching

\* Study on trade union and the role of trade union

\* The composition of salary and calculation of minimum salary

\* Economic compensation, indemnification and default fine

**2. Overview of labor contracts and service contracts overview**

\* The general clauses of labor contract

\* The probation period of labor contract

\* Additional clauses: confidential clause, clause on expiry of non-disclosure period, non-compete clause and compensation clause, etc.

\* Factual labor relationship, fixed and open labor contract

\* The comparison between labor and service contract

\* What is the use of collective contract

**3. The establishment and implementation of internal regulations**

\* The process and method of establishing internal regulations

\* Study on some internal regulations

- Sick leave and sick leave wage

- Overtime and leaves

- Work-related injury and injury treatment

- Labor protection, labor safety and sanitation

- Welfare and training

\* Key points for the implementation of internal regulations

**4. The countermeasure and procedure of handling labor disputes**

\* How to prevent labor disputes

\* Burben of proof and evidence collection during labor disputes

\* Cooperation with lawyer to solve disputes