

# Labour law: from hiring to firing

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*This training covers the basics of Belgian labour law. It is especially designed for the members of your HR team with less experience in the legal aspects of HR.*

*The lawyers of Claeys & Engels have developed an interactive and practical training course for your employees.*



# Labour law: from hiring to firing



*Tailor-made* training for the employees in your company

On-site in your company or digitally



Half day or full day

- ▶ The basic training in labour law covers the following topics:
  - Recruitment and selection
    - Different working methods
    - Points of attention during recruitment and selection
    - Types of employment contracts
  - Working time
    - The concept of "working time"
    - Six prohibitions
    - Overtime, payment for overtime and compensatory rest
    - Flexible employment
  - Suspension of the execution of the employment contract
  - The social partners
  - Termination of the employment contract



# Compensation and Benefits

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*Is your Comp & Ben strategy on the agenda?  
Do you want to know the latest practices or  
review the basics of a remuneration policy?*

*Discover the Comp & Ben workshops we have developed for you and your  
team!*



# Compensation & Benefits



*Tailor-made* training for employees in your company

On-site in your company or digitally



Half day or full day

- ▶ 5 3-hour workshops with an "à la carte" choice
- ▶ Analysis of different topics such as:
  - the general framework
  - the remuneration basis
  - work and flexibility
  - mobility
  - non-financial remuneration instruments

# Data protection and privacy

*The European General Data Protection Regulation (GDPR) obliges companies to treat information about individuals accurately, securely and confidentially. It is therefore crucial that your employees have the necessary knowledge and understand the many different obligations. This is especially true in departments where a lot of personal data is handled, such as the HR department. Not only do you have to comply with the rules. You must also be able to prove that you have taken the necessary measures to do so, including education and training.*

*The lawyers at Claeys & Engels have developed an interactive and practical training course for your employees.*



# Data protection and privacy



*Tailor-made* training for employees in your company

On-site in your company or digitally



Half day or full day

- ▶ Practical training course on the key concepts of GDPR, the obligations for the company and the rights for employees. This training course can be customised based on your own GDPR policy and templates.
- ▶ Practical training course on the key concepts of GDPR focused on your HR department: points of attention in recruitment, social dialogue, processing of photos, data retention, employee questions, etc.



# How to deal with the trade union in your company

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*A good knowledge of your rights and obligations as an employer representative is crucial for an optimal and constructive social dialogue in your company.*

*We offer you two training courses for this, depending on your organisation and needs.*



# How to deal with the trade union in your company <sup>(1/2)</sup>



*Tailor-made* training for employees in your company

On-site in your company or digitally



Half day or full day

## › Optimisation of the social dialogue

### › Topics?

- The social dialogue in Belgium (including language aspects and strikes)
- The competences of the WC, the CPPW and the shareholders' meeting (in brief)
- The functioning of the social dialogue bodies
- Rights and obligations of your staff representatives (including protection against dismissal)

# How to deal with the trade union in your company <sup>(2/2)</sup>



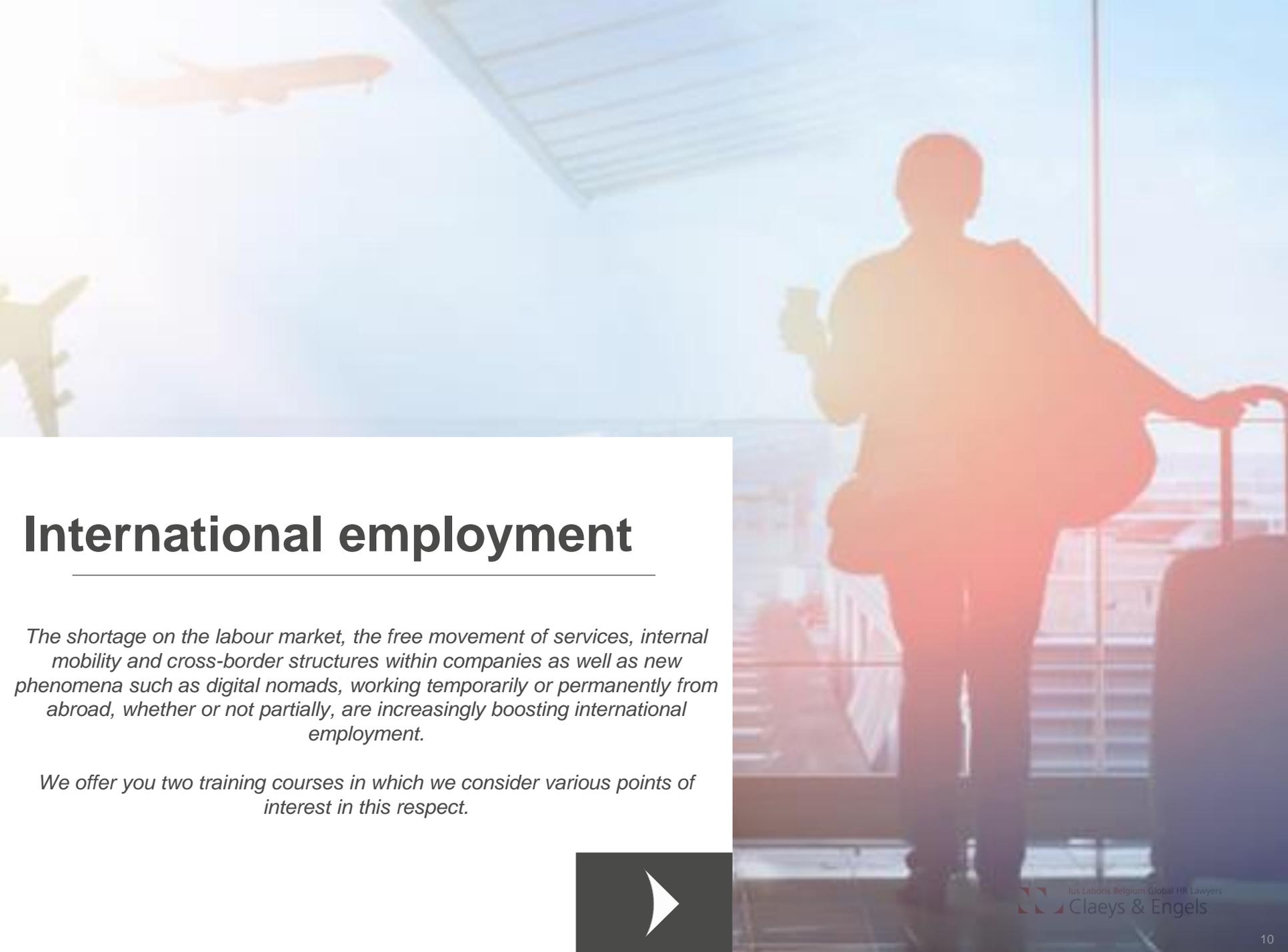
Tailor-made training for employees in your company

On-site in your company or digitally



Half day or full day

- ▶ Optimisation of the social dialogue in your company and the negotiation and drafting of collective labour agreements and policies
  
- ▶ Topics?
  - The social dialogue in Belgium (including language aspects and strikes)
  - The competences of the WC, the CPPW and the shareholders' meeting (in brief)
  - The concrete functioning of the social dialogue bodies
  - The rights and obligations of your staff representatives (including protection against dismissal)
  - *Do's and don'ts* of negotiating (including role play)
  - The importance of controlling internal and external communication
  - Legal sources in collective labour law with a focus on company collective agreements and policies



# International employment

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*The shortage on the labour market, the free movement of services, internal mobility and cross-border structures within companies as well as new phenomena such as digital nomads, working temporarily or permanently from abroad, whether or not partially, are increasingly boosting international employment.*

*We offer you two training courses in which we consider various points of interest in this respect.*



# International employment



*Tailor-made* training for employees in your company

On-site in your company or digitally



Half day or full day

## ► Topics:

- Transfer and expatriation
- Secondment
- Simultaneous employment, salary split
- Commuters, cross-border teleworking and digital nomads

Points of attention: labour migration, contractual structure and applicable labour law, applicable social security and taxes and various formalities



## Pension

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*Our pension team offers two training courses. The first training course introduces you to the social and labour law aspects of supplementary pensions. The training course focuses on companies and sectors with a group insurance as well as on companies and sectors with a pension fund.*

*For companies and sectors with their own pension fund, a second training course (or half-day) focuses on the prudential and governance rules applicable to pension funds. This training course focuses on members of operational bodies of the pension fund (board of directors, etc.) and employees who are involved in the management thereof.*



# Pension



*Tailor-made* training for employees in your company

On-site in your company or digitally



Half day or full day

## ► Topics supplementary pensions

- Social procedures introduction and modification
- Types of pension plans and insurance combinations
- Points of attention for dismissal and retirement
- Harmonisation of blue and white collar workers (if applicable)

## ► Structure and functioning of pension funds

- The structure and functioning of a pension fund (IORP/OFP)
- The crucial documents
  - Management agreement, financing plan, SIP
- Governance aspects and role of key functions



# Wellbeing at work

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*More and more companies are paying attention to the wellbeing and the safety of their employees. Contrary to popular belief, safety at work is not only a matter for the prevention advisor or the employer, but also for management and all employees.*

*By educating the members of the management and the hierarchical line about their respective roles and responsibilities, awareness in the workplace will only increase and accidents at work will be avoided.*

*Discover the interactive training that we have developed for you and your team!*



# Wellbeing at work



*Tailor-made* training for employees in your company

On-site in your company or digitally



Depending on content and specific wishes

- ▶ Various training options
  - Training for the members of the hierarchical line regarding their respective tasks and responsibilities + various phases after a serious accident at work
  - Training for the members of the management: awareness of the welfare obligations + various phases after a serious accident at work
  - Training working with third parties
  - Mental wellbeing and psychosocial risks training (how to deal with stress, burnout and transgressive behaviour)
  - Etc.
  
- ▶ An interactive and pragmatic training, substantiated by numerous examples based on extensive practical experience.
  
- ▶ Various tips & tricks, including dealing with the inspection,...
  
- ▶ Increases awareness in the workplace!