

Drafting Employment Contracts and Workplace Policies

Legal Training

Course Overview

Drafting Employment Contracts and Workplace Policies: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and...

What You Will Achieve

- Explain the core principles and current good practice in Drafting Employment Contracts and Workplace Policies
- Apply practical tools and techniques for Drafting Employment Contracts and Workplace Policies in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Drafting Employment Contracts and Workplace Policies in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Contracts and procurement professionals, legal advisors, compliance officers and managers who negotiate or administer agreements.

Course Outline

1. Setting the scene: Drafting Employment Contracts and Workplace Policies in today's organisation
2. Key concepts and the language of Drafting Employment Contracts and Workplace Policies
3. Frameworks and good practice that deliver results
4. Hands-on application: workshop exercises and cases
5. Problem-solving clinic: participants' real challenges
6. Integrating Drafting Employment Contracts and Workplace Policies with day-to-day operations
7. Reporting, metrics and demonstrating value
8. Action planning: your first 90 days after the course

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
5 to 9 Oct 2026	Cape Town	\$1,395
12 to 16 Oct 2026	Lusaka	\$1,550
19 to 23 Oct 2026	Maputo	\$1,395
26 to 30 Oct 2026	Johannesburg	\$1,550
2 to 6 Nov 2026	Nairobi	\$1,550
9 to 13 Nov 2026	Kampala	\$1,395

16 to 20 Nov 2026	Durban	\$1,450
23 to 27 Nov 2026	Accra	\$1,450
30 Nov to 4 Dec 2026	Online	\$750

LTC Consultants

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Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.