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 live...

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)
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**

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