

LEGAL COMPLIANCE FOR COMPANIES AND ORGANIZATIONS

Professional Training Course – Course Overview

1. Course Description

This course introduces the principles and practical mechanisms of legal compliance within companies and organizations. It focuses on how businesses can identify their legal obligations, monitor compliance, prevent legal risks, and ensure that their activities, decisions, contracts, and internal procedures comply with applicable laws and regulations.

2. Main Objective

To provide participants with a practical understanding of legal compliance and enable them to contribute to the prevention and management of legal and regulatory risks within companies and organizations.

3. Main Topics

- Introduction to legal compliance and its importance for companies and organizations.
- The legal and regulatory framework governing business activities.
- Corporate legal and administrative obligations.
- Legal compliance in contracts and commercial agreements.
- Employment law and compliance in human resources management.
- Tax and social security obligations.
- Personal data protection and data-related compliance requirements.
- Compliance in invoicing, commercial transactions, and business documentation.
- Identification, assessment, and prevention of legal and regulatory risks.
- The role and responsibilities of a legal compliance officer or compliance adviser.
- Developing, implementing, and monitoring an internal compliance program.
- Practical case studies and real-life compliance scenarios.

4. Practical Approach

The training combines legal concepts with practical exercises, case studies, document analysis, and compliance scenarios designed to help participants apply the concepts in professional situations.

5. Target Participants

Business owners and managers; legal professionals and advisers; compliance officers; administrative and human resources staff; company employees; entrepreneurs; law students and graduates; and

anyone interested in corporate legal compliance.

6. Expected Learning Outcomes

- Understand the concept and purpose of legal compliance.
- Identify key legal and regulatory obligations affecting an organization.
- Recognize potential legal and regulatory risks.
- Understand the role of internal compliance procedures.
- Apply basic compliance principles to contracts, employment, transactions, and business documentation.
- Contribute to the development and monitoring of a compliance framework.

Prepared for professional training purposes. Specific legal requirements should be assessed according to the applicable jurisdiction and the nature of the organization's activities.