

5-Day Training Curriculum

Industrial Relations / Contract Labour Management

Day 1: Introduction to Industrial Relations and Labour Management

- Understanding Industrial Relations
 - Definition, Scope, and Importance
 - Historical context and evolution
 - Key objectives and roles of industrial relations
- Legal Framework for Industrial Relations
 - Overview of labour laws and regulations
 - Trade Unions Act, 1926
 - Industrial Disputes Act, 1947
- Stakeholders in Industrial Relations
 - Roles of employers, employees, and government
 - Understanding trade unions and employee associations
 - Roles and responsibilities of Labour Welfare Officers

Day 2: Contract Labour Management – Legal and Regulatory Framework

- Understanding Contract Labour
 - Definition and need for contract labour
 - Advantages and disadvantages
 - Legal status of contract labour
- Contract Labour (Regulation & Abolition) Act, 1970
 - Objectives and applicability
 - Registration and licensing requirements
 - Obligations of principal employers and contractors
 - Procedures for engaging contract labour
- Compliance Management
 - Maintaining statutory registers and records
 - Penalties for non-compliance
 - Audit checklists and legal documentation

Day 3: Management of Industrial Conflicts and Dispute Resolution

- Types and Causes of Industrial Conflicts

- Recognizing early signs of labour unrest
- Grievances and conflict escalation
- Methods of Conflict Resolution
 - Collective bargaining
 - Conciliation, Arbitration, and Adjudication
 - Role of Labour Courts and Tribunals
- Negotiation and Mediation Skills
 - Techniques for effective negotiation
 - Role-playing exercises and practical scenarios

Day 4: Best Practices in Contract Labour Management

- Contractor Selection and Evaluation
 - Criteria for selecting contractors
 - Due diligence and contractor evaluation processes
- Performance Management of Contract Labour
 - Defining clear roles, responsibilities, and KPIs
 - Regular performance reviews and feedback systems
 - Enhancing productivity and worker engagement
- Health, Safety, and Welfare of Contract Labour
 - Regulatory requirements (Factories Act, 1948; Occupational Health and Safety Guidelines)
 - Providing safe working conditions
 - Managing accident reporting and preventive measures

Day 5: Strategic Management and Future Trends

- Industrial Relations Strategy Development
 - Formulating strategic approaches to industrial relations
 - Aligning labour management strategy with business objectives
- Technological Integration and Automation
 - Impact of automation and AI on industrial relations and contract labour
 - Preparing workforce for technological transitions
- Case Studies and Best Practices
 - Discussion on real-world industrial relations scenarios

- Analysis of successful case studies
- Course Review and Action Planning
 - Recap of key learnings
 - Individual and group action planning