

**MSS SUCCESS SPACES**

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LABOR LAW TRAINING IN THE PHILIPPINES

Understanding Philippine Labor Standards, Employment Requirements, Employee Discipline, Due Process, Termination, and HR Compliance

A Practical and Customizable Corporate Training Program by Making Strong Success Corporation

TRAINING OVERVIEW

Managing employees requires more than good intentions, sound business judgment, or familiarity with company policies. Employers, Human Resources professionals, supervisors, and managers must understand the Philippine laws, regulations, administrative issuances, and legal principles that govern employment relationships.

The Labor Code of the Philippines covers major areas such as employment, conditions of work, wages and wage-related benefits, termination, labor relations, unions, and collective bargaining. It must also be understood together with subsequent laws, implementing rules, Department of Labor and Employment issuances, regional wage orders, and relevant court decisions.

Labor-law mistakes may occur during any stage of the employment relationship, including:

- Recruitment and hiring
- Preparation of employment contracts
- Classification of employees
- Probationary employment
- Compensation and payroll administration
- Working-time arrangements
- Overtime and holiday work
- Leave and statutory-benefit administration
- Attendance and performance management
- Employee discipline
- Workplace investigations
- Suspension and termination
- Redundancy, retrenchment, or business closure
- Employee complaints and grievances
- Labor inspections and disputes
-

Philippine labor standards include monetary and working-condition requirements that employers must administer correctly. The Bureau of Working Conditions maintains an official handbook covering statutory monetary benefits and frequently asked questions on eligibility, coverage, and computation.

Minimum-wage requirements are especially time-sensitive because applicable rates differ by region, location, establishment category, and wage order. Some wage increases are also implemented in tranches. Organizations should therefore verify current rates through the National Wages and Productivity Commission rather than relying on outdated schedules or generalized nationwide figures.

Employee discipline and termination also require careful attention. A valid dismissal generally requires both a lawful substantive ground and compliance with the applicable procedural requirements. For just-cause termination, Supreme Court decisions consistently refer to written notices and a meaningful opportunity for the employee to respond.

This **Labor Law Training in the Philippines** equips participants with a practical working understanding of essential employment requirements, labor standards, employee documentation, workplace discipline, due process, termination, compliance risks, and responsible HR decision-making.

This program is ideal for organizations searching for:

- **Labor Law Training in the Philippines**
- **Philippine Labor Law Training in the Philippines**
- **Labor Code Training in the Philippines**
- **Philippine Labor Code Training in the Philippines**
- **Training on Labor Law in the Philippines**
- **Training on Labor Code in the Philippines**
- **Training on Philippine Labor Law in the Philippines**
- **Training on the Philippine Labor Code in the Philippines**
- Labor Standards Training in the Philippines
- HR Compliance Training in the Philippines
- Employment Law Training in the Philippines
- Labor Relations Training for Managers
- Philippine Employment Compliance Training

Following the MSS **EnterTRAINment®** approach, participants engage in compliance self-assessments, employment-case analysis, contract and policy review exercises, wage-and-benefit scenarios, disciplinary case simulations, due-process workshops, termination-risk analysis, documentation activities, and action planning.

TRAINING GOAL

To strengthen participants' ability to make informed, fair, consistent, well-documented, and legally responsible employment decisions throughout the employee lifecycle while reducing labor-compliance risks and promoting respectful employer-employee relations.

TRAINING OBJECTIVES

By the end of the program, participants will be able to:

1. Explain the scope and practical importance of Philippine labor and employment law.
2. Identify the responsibilities of employers, HR professionals, supervisors, managers, and employees.
3. Recognize the legal and compliance implications of decisions throughout the employment lifecycle.
4. Differentiate common employment classifications and understand their practical HR implications.

5. Identify important elements of employment contracts, company policies, and employee documentation.
6. Recognize essential labor standards involving wages, working time, rest periods, holidays, leaves, benefits, and deductions.
7. Understand why current regional wage orders must be checked before making compensation decisions.
8. Apply fair, consistent, evidence-based, and well-documented disciplinary processes.
9. Distinguish performance management, coaching, discipline, and termination.
10. Recognize the difference between just causes, authorized causes, and other lawful employment-ending situations.
11. Explain the importance of substantive and procedural due process.
12. Identify common mistakes that expose employers to labor complaints and disputes.
13. Strengthen documentation, recordkeeping, communication, and escalation practices.
14. Conduct a basic labor-law and HR-compliance risk review.
15. Apply the L.A.B.O.R. Compliance Framework to workplace decisions.
16. Develop an organizational Labor-Law Compliance Improvement Plan.

FROM POINT A TO POINT B

Point A: Common Labor-Law and HR Risks	Point B: Desired Compliance Capability
Employment decisions rely mainly on management preference	Decisions are checked against applicable law, policy, evidence, and procedure
Employment contracts use generic or outdated language	Contracts reflect the actual role, status, conditions, and applicable requirements
Probationary standards are unclear	Performance and regularization standards are communicated and documented properly
Wage and benefit practices rely on old schedules	Organizations verify current regional requirements and employee coverage
Working-time records are incomplete	Attendance, hours, overtime, and leave records support accurate administration
Company rules are inconsistently enforced	Policies and disciplinary standards are applied fairly and consistently
Managers issue penalties without proper documentation	Employee concerns are investigated, documented, and handled through due process
Poor performance is immediately treated as misconduct	Coaching, performance management, discipline, and termination are distinguished
Employees are dismissed based only on management dissatisfaction	Employment-ending decisions are evaluated for lawful grounds and correct procedure
HR becomes involved only after a problem escalates	HR provides preventive guidance before employment decisions are implemented



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Point A: Common Labor-Law and HR Risks	Point B: Desired Compliance Capability
Managers rely on verbal instructions and undocumented agreements	Important employment decisions and communications are properly recorded
Compliance is treated as a one-time exercise	Policies and practices are reviewed as laws, rules, and wage orders change

ORGANIZATIONAL BENEFITS

This **Philippine Labor Law Training in the Philippines** can help organizations:

- Strengthen labor-law awareness among HR professionals and managers
- Improve employment contracts, policies, and documentation
- Reduce inconsistent or arbitrary people-management decisions
- Improve compliance with labor standards and wage-related requirements
- Strengthen payroll, attendance, leave, and benefit administration
- Improve employee discipline and workplace-investigation practices
- Reduce procedural mistakes during corrective and termination processes
- Improve coordination among HR, operations, payroll, finance, and management
- Strengthen employee communication and grievance prevention
- Prepare supervisors and managers to recognize situations requiring HR or legal guidance
- Improve readiness for labor inspections, complaints, and internal reviews
- Promote fair, respectful, and consistent employment practices
- Reduce legal, financial, operational, and reputational risks
- Build a more compliant and professionally managed workplace

ONE-DAY LABOR LAW TRAINING PROGRAM OUTLINE

Recommended Schedule: 8:00 AM–5:00 PM

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
8:00–10:00 AM	MODULE 1: FOUNDATIONS OF PHILIPPINE LABOR LAW AND THE EMPLOYMENT RELATIONSHIP • Understanding Philippine Labor and Employment Law ◦ Labor Code, special laws, implementing rules, DOLE issuances, wage orders, and court decisions ◦ The roles of DOLE, NWPC, NLRC,	Labor-Law Compliance Self-Assessment Participants evaluate their current level of understanding and identify priority compliance risks. Employment Classification Case Challenge Teams analyze workplace scenarios and identify the employment arrangement, documentation

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
	and the courts • The Employer-Employee Relationship ◦ Why employment classification matters ◦ Distinguishing employees from other work arrangements • Common Employment Classifications ◦ Regular, probationary, project, seasonal, casual, and fixed-term arrangements ◦ Practical documentation and management considerations • Recruitment and Hiring Compliance ◦ Job requirements, lawful screening, offers, pre-employment conditions, and records ◦ Avoiding discriminatory and inconsistent hiring practices • Employment Contracts and Company Policies ◦ Essential terms, duties, compensation, work arrangements, confidentiality, and expectations ◦ Aligning actual workplace practices with written policies	concerns, and questions requiring verification. Outputs: • Labor-Law Compliance Profile • Employment Documentation Checklist
10:00–10:15 AM	Morning Break	
10:15 AM–12:00 NN	MODULE 2: LABOR STANDARDS, WAGES, WORKING TIME, AND STATUTORY BENEFITS • Understanding Labor Standards Coverage ◦ Coverage, exclusions, and the importance of employee classification ◦ Employer responsibilities and	Labor Standards Case Workshop Participants analyze scenarios involving wages, schedules, overtime, holidays, rest days, leaves, benefits, and deductions. Current Wage Verification Exercise Participants practice identifying the correct

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
	accurate records • Wages and Wage-Related Compliance ◦ Regional minimum wages and current wage orders ◦ Wage payment, lawful deductions, payroll documentation, and wage-related concerns • Working Time and Attendance ◦ Work schedules, hours worked, meal periods, rest days, and attendance records ◦ Overtime, holiday work, and special work arrangements • Statutory Benefits and Leaves ◦ Common mandatory monetary benefits and leave entitlements ◦ Eligibility, documentation, coordination, and administration • Flexible, Remote, and Alternative Work Arrangements ◦ Policy, documentation, work-hour, performance, safety, and data considerations ◦ Aligning work arrangements with applicable issuances and organizational needs	regional wage source and the information that must be confirmed before computation. Outputs: • Labor Standards Compliance Checklist • Wage and Benefit Verification Guide
12:00–1:00 PM	Lunch Break	
1:00–3:00 PM	MODULE 3: EMPLOYEE DISCIPLINE, WORKPLACE INVESTIGATIONS, AND DUE PROCESS • Management Rights and Employee Rights ◦ Reasonable rules, performance standards, discipline, and organizational requirements	Disciplinary Case Diagnosis Participants determine whether scenarios involve performance, misconduct, policy gaps, process failure, or insufficient evidence. Due-Process Documentation Workshop Participants organize the required facts,

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
	- Fairness, consistency, proportionality, evidence, and good faith • Performance Problems versus Misconduct - Coaching, counseling, performance improvement, corrective action, and discipline - Selecting the appropriate management response • Codes of Conduct and Disciplinary Policies - Defining offenses, standards, procedures, and possible consequences - Communicating policies and documenting employee acknowledgment • Workplace Investigation Fundamentals - Complaints, facts, witnesses, documents, confidentiality, and impartiality - Separating evidence from assumption, rumor, and conclusion • Procedural Due Process - Notice, opportunity to explain, evaluation, decision, and documentation - Responding to denial, noncooperation, conflicting evidence, and repeated concerns	allegations, evidence, employee response, findings, and decision considerations. Outputs: - Employee-Discipline Decision Guide - Due-Process and Investigation Checklist
3:00–3:15 PM	Afternoon Break	
3:15–5:00 PM	MODULE 4: TERMINATION, LABOR DISPUTE PREVENTION, AND ORGANIZATIONAL COMPLIANCE	Termination Risk-Assessment Simulation Participants evaluate sample cases and identify the legal, documentary, procedural, financial,

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
	• Understanding Employment Termination ◦ Just causes, authorized causes, resignation, retirement, and other employment-ending situations ◦ Distinguishing grounds, procedures, documentation, and consequences • Substantive and Procedural Requirements ◦ Establishing lawful grounds and supporting evidence ◦ Applying the appropriate notice, hearing, decision, payment, and reporting process • Common Termination Risks ◦ Inadequate evidence, inconsistent treatment, predetermined decisions, retaliation, and defective notices ◦ Failure to distinguish poor performance, misconduct, redundancy, and other situations • Preventing Complaints and Labor Disputes ◦ Communication, grievance handling, documentation, escalation, and early intervention ◦ Knowing when to consult qualified labor counsel or government authorities • Applying the L.A.B.O.R. Compliance Framework ◦ Integrating legal awareness, documentation, labor standards, due process, and regular review ◦ Organizational compliance planning	and employee-relations risks requiring further review. Labor-Law Compliance Action Workshop Participants identify priority organizational gaps and develop immediate corrective and preventive actions. Final Outputs: • Termination Risk-Assessment Guide • Labor-Law Compliance Improvement Plan • Management and HR Compliance Commitments

THE L.A.B.O.R. COMPLIANCE FRAMEWORK

L — Learn the Applicable Law and Coverage

Determine which laws, regulations, wage orders, policies, and employment rules apply.

- Identify the employment situation
- Confirm employee classification and coverage
- Check the applicable law or issuance
- Verify current regional and industry requirements
- Avoid relying solely on past practice or outdated information

A — Apply Labor Standards Correctly

Administer wages, working conditions, benefits, and employee entitlements accurately.

- Verify applicable wage requirements
- Maintain reliable time and payroll records
- Apply working-time and benefit rules consistently
- Review deductions and payroll practices
- Correct identified discrepancies promptly

B — Build Clear Contracts, Policies, and Records

Use accurate documentation to communicate expectations and support responsible decisions.

- Maintain updated employment contracts
- Establish clear and lawful workplace policies
- Communicate standards to employees
- Document acknowledgment, performance, attendance, and decisions
- Ensure actual practices align with written policies

O — Observe Fair Discipline and Due Process

Address performance and conduct concerns objectively and consistently.

- Investigate before concluding
- Describe specific acts, omissions, and evidence
- Give the employee a meaningful opportunity to respond
- Evaluate all relevant information
- Issue and document a proportionate, supported decision

R — Review, Update, and Request Expert Guidance

Maintain compliance as laws, issuances, wage orders, and workplace conditions change.

- Conduct periodic compliance reviews
- Monitor DOLE and NWPC updates
- Update policies, contracts, and templates
- Train HR personnel and people managers
- Consult qualified labor counsel when legal interpretation or case-specific advice is required

Philippine labor rules continue to develop through new legislation, revised implementing rules, wage orders, administrative issuances, procedural rules, and judicial decisions. DOLE issued new and revised department orders in 2025, while the NLRC also published updated Rules of Procedure.

LABOR LAW TOPICS COVERED

The program may cover the following topics depending on participant roles and client requirements:

1. Philippine Labor Code fundamentals
2. Sources of labor and employment law
3. Employer-employee relationships
4. Employment classifications
5. Employment contracts
6. Probationary employment
7. Company policies and codes of conduct
8. Wages and wage orders
9. Working hours and schedules
10. Overtime and premium pay
11. Rest days and holidays
12. Statutory benefits and leaves
13. Payroll deductions
14. Attendance and timekeeping
15. Flexible and remote work arrangements
16. Performance management
17. Employee discipline
18. Workplace investigations
19. Procedural due process
20. Just-cause termination
21. Authorized-cause termination
22. Resignation and separation
23. Grievance and dispute prevention
24. Labor inspection preparedness
25. Compliance documentation and action planning

COMMON LABOR-LAW AND HR-COMPLIANCE MISTAKES COVERED

Participants learn how to avoid:

1. Using employment arrangements without understanding their legal implications
2. Copying generic employment contracts without proper review
3. Failing to communicate probationary standards
4. Using outdated wage tables
5. Applying one wage rate to employees in different covered locations

6. Maintaining incomplete time and payroll records
7. Making unauthorized or inadequately documented deductions
8. Treating all employees as having identical coverage
9. Relying on verbal company rules
10. Enforcing policies inconsistently
11. Giving penalties without sufficient evidence
12. Confusing poor performance with misconduct
13. Predetermining disciplinary outcomes
14. Issuing vague notices
15. Failing to provide an opportunity to respond
16. Treating silence as an admission
17. Conducting biased workplace investigations
18. Dismissing employees based only on management dissatisfaction
19. Using resignation to avoid proper termination procedures
20. Misclassifying redundancy, retrenchment, closure, or performance concerns
21. Failing to compute and release lawful final payments properly
22. Retaliating against employees who raise legitimate concerns
23. Escalating cases only after positions have hardened
24. Allowing supervisors to make major employment decisions without HR review
25. Failing to obtain case-specific legal advice when necessary

SAMPLE LABOR-LAW AND HR-COMPLIANCE SITUATIONS

The training may use anonymized cases involving:

- Hiring a probationary employee
- Evaluating regularization
- Drafting or reviewing an employment contract
- Changing an employee's work schedule
- Recording overtime and holiday work
- Processing statutory benefits
- Handling attendance concerns
- Investigating alleged misconduct
- Responding to insubordination
- Addressing repeated poor performance
- Managing policy violations
- Issuing a notice to explain
- Evaluating an employee's written response
- Handling workplace complaints
- Considering preventive measures during an investigation
- Applying progressive discipline
- Reviewing a proposed termination
- Managing redundancy or retrenchment concerns

- Accepting and documenting resignation
- Processing final pay and clearance
- Responding to a DOLE inquiry or inspection
- Updating outdated company policies
- Correcting payroll or benefit discrepancies
- Managing employees under remote or flexible arrangements
- Deciding when external legal advice is required

Cases and activities may be customized according to the organization's industry, workforce, policies, and recurring employment concerns.

TRAINING METHODS

Consistent with the MSS **EnterTRAINment®** philosophy, this **Philippine Labor Code Training in the Philippines** minimizes purely academic lectures and emphasizes practical understanding, compliance analysis, workplace application, documentation, and decision-making.

Training methods include:

- Interactive facilitator-led discussions
- Labor-law compliance self-assessment
- Employment-classification case analysis
- Contract and policy review exercises
- Labor-standards scenarios
- Wage-source verification activities
- Employee-discipline case studies
- Workplace-investigation exercises
- Due-process documentation workshops
- Termination-risk simulations
- Group problem-solving
- Facilitator feedback
- Compliance action planning

TARGET PARTICIPANTS

This **Labor Code Training in the Philippines** is suitable for:

- HR managers
- HR officers and generalists
- Employee-relations personnel
- Compensation and benefits professionals
- Payroll personnel
- Recruitment professionals

- Company officers
- Business owners
- Entrepreneurs
- Team leaders
- Supervisors
- Managers
- Department heads
- Operations leaders
- Administrative managers
- Finance and accounting representatives
- Employees involved in people-management decisions

The program may be customized for HR professionals, non-HR managers, small-business owners, management committees, or mixed groups.

EXPECTED PARTICIPANT OUTPUTS

Participants will complete:

1. Labor-Law Compliance Profile

Identifying:

- Current knowledge strengths
- Priority learning needs
- Organizational compliance concerns
- Management decision risks
- Areas requiring further review

2. Employment Documentation Checklist

Covering:

- Job and employment information
- Employment status
- Performance standards
- Compensation and work arrangements
- Policies and acknowledgment
- Required supporting records

3. Labor Standards Compliance Checklist

Including:

- Applicable wage source
- Working-time records
- Overtime and premium-pay practices
- Leave and benefit administration

- Payroll deductions
- Documentation gaps

4. Due-Process and Investigation Checklist

Containing:

- Allegation or concern
- Applicable rule or standard
- Facts and evidence
- Employee notice and response
- Investigation findings
- Decision considerations
- Supporting documentation

5. Termination Risk-Assessment Guide

Identifying:

- Proposed ground
- Available evidence
- Applicable procedure
- Notice and documentation requirements
- Financial obligations
- Employee-relations risks
- Matters requiring legal advice

6. Labor-Law Compliance Improvement Plan

Containing:

- Priority compliance gap
- Required corrective action
- Responsible person
- Target completion date
- Monitoring method
- Required HR, management, or legal support

DELIVERY OPTIONS

The program may be delivered as:

- Onsite or face-to-face in-house training
- Live instructor-led online training
- Hybrid training
- Half-day Labor Law awareness briefing
- One-day Philippine Labor Law fundamentals workshop
- Two-day comprehensive Labor Law and HR Compliance program
- Labor Law Training for HR professionals

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- Labor Law Training for managers and supervisors
- Labor Law Training for business owners
- Employee Discipline and Due Process workshop
- Labor Standards and Benefits seminar
- Labor-Law Compliance Audit and Training intervention

Because labor law covers a broad and changing body of requirements, a two-day format is recommended when the client needs deeper discussion, extensive case exercises, computation practice, policy review, or detailed discipline and termination simulations.

RECOMMENDED CUSTOMIZATION INPUTS

The client may provide anonymized or nonconfidential information regarding:

- Workforce size and locations
- Industry and business model
- Employment classifications used
- Current employment contracts
- HR policies and employee handbook
- Work schedules and attendance practices
- Payroll and benefit administration
- Common performance and discipline concerns
- Existing due-process templates
- Recurring employee-relations issues
- Internal approval and escalation procedures
- Desired compliance outcomes

Personally identifiable employee information, confidential legal records, medical data, and sensitive case files are not required.

IMPORTANT LEGAL AND PROFESSIONAL BOUNDARY

This program is an educational and organizational-development intervention. It provides general information, practical compliance awareness, and workplace application guidance.

It is not a legal opinion, attorney-client consultation, case-specific legal advice, formal compliance certification, representation before government agencies, or a substitute for advice from qualified Philippine labor counsel. Employment decisions involving termination, significant financial exposure, active complaints, union matters, regulatory proceedings, or disputed legal interpretation should be reviewed by appropriately qualified professionals.

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FREQUENTLY ASKED QUESTIONS

What is Labor Law Training?

Labor Law Training in the Philippines helps employers, HR professionals, supervisors, and managers understand the laws and compliance requirements governing employment relationships, labor standards, discipline, termination, and employee relations.

What is Philippine Labor Code Training?

Philippine Labor Code Training in the Philippines provides practical orientation on major Labor Code provisions together with relevant laws, implementing rules, DOLE issuances, wage orders, and court decisions.

Who should attend this training?

The program is suitable for HR professionals, business owners, company officers, supervisors, managers, payroll staff, employee-relations personnel, and employees involved in employment decisions.

Does the program cover wages and benefits?

Yes. The program introduces major wage, working-time, leave, and statutory-benefit considerations. Exact computations may be expanded or customized based on the client's region, workforce, and program duration.

Does the training cover employee discipline?

Yes. Participants learn about codes of conduct, evidence, workplace investigations, disciplinary decisions, consistency, documentation, and procedural due process.

Does the program cover termination?

Yes. The program introduces just causes, authorized causes, resignation, retirement, procedural requirements, documentation, final obligations, and common termination risks.

Are current minimum-wage rates included?

Applicable rates should be verified against the latest NWPC and regional wage-board issuances at the time of training because wage orders vary by region and may change or be implemented in stages.

Is this a legal consultation?

No. This is a corporate learning program. Case-specific legal advice should be obtained from qualified labor counsel.

Can the program use our company policies and forms?

Yes. Anonymized and nonconfidential contracts, policies, templates, notices, and process concerns may be incorporated into workshop activities.

Can this be delivered online?

Yes. The program may be delivered through live online training using digital case studies, shared worksheets, breakout-room exercises, policy-review activities, and facilitator-led analysis.

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RELATED TRAINING PROGRAMS

Organizations may also consider:

- Employee Relations Training
- Administrative Discipline and Due Process Training
- Workplace Investigation Training
- Performance Management Training
- Compensation and Benefits Training
- Payroll Administration Training
- Recruitment and Selection Training
- HR Management for Non-HR Managers
- Employee Handbook and HR Policy Development
- Anti-Sexual Harassment and Safe Spaces Training
- Occupational Safety and Health Awareness
- Strategic Human Resource Management Training

WHY CHOOSE MSS CORPORATION?

Making Strong Success Corporation delivers practical and customizable corporate training programs based on actual workplace, HR, management, compliance, employee-relations, and performance challenges.

Our approach combines:

- Practical labor-law and HR-compliance frameworks
- Workplace-based employment scenarios
- Contracts, policies, and documentation exercises
- Labor-standards case analysis
- Discipline and due-process simulations
- Termination-risk assessment
- Facilitator coaching and feedback
- MSS EnterTRAINment® learning methods
- Compliance action planning
- Customization according to the client's workforce and business context

This **Philippine Labor Law Training in the Philippines** is designed not merely to help participants memorize legal provisions. It helps them recognize risk, ask the right questions, document decisions, apply fair processes, verify current requirements, and determine when professional legal guidance is necessary.

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REQUEST A CUSTOMIZED PROGRAM

Organizations searching for **Labor Law Training in the Philippines, Philippine Labor Law Training in the Philippines, Labor Code Training in the Philippines, Philippine Labor Code Training in the Philippines, Training on Labor Law in the Philippines, Training on Labor Code in the Philippines, Training on Philippine Labor Law in the Philippines, or Training on the Philippine Labor Code in the Philippines** may request a customized program based on their industry, workforce, HR practices, employment concerns, and desired compliance outcomes.

Understand the law. Strengthen HR practices. Apply due process. Reduce compliance risks. Manage employees fairly and responsibly.