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SYLLABUS FOR CERTIFIED HR COMPLIANCE & LABOR RELATIONS PROFESSIONAL (C-HRLR)®

Offered by: Global Institute for Leadership, Human Resources and Project Excellence (AGILE-HRP)®

PROGRAM DESCRIPTION

The **Certified HR Compliance & Labor Relations Professional (C-HRLR)®** is a globally recognized credential that certifies an HR professional's expertise in legal compliance, workplace regulations, labor law, employee relations, and union-management frameworks. This certification empowers HR leaders to manage risk, handle grievances, negotiate with labor unions, and ensure adherence to local, national, and international HR legal frameworks. It is ideal for professionals operating in complex, regulated industries or public sector environments.

COURSE LEARNING OUTCOMES

Upon successful completion, participants will be able to:

1. Interpret and apply employment law, labor codes, and workplace regulations.
2. Design and audit HR policies for legal compliance and ethical standards.
3. Manage employee relations, including investigations and grievance handling.
4. Navigate collective bargaining and union negotiation processes.
5. Handle workplace disputes through mediation, arbitration, and disciplinary actions.
6. Conduct internal compliance audits and implement corrective action plans.
7. Support management in reducing legal risk and HR policy gaps.



TARGET AUDIENCE

- HR Compliance Officers
- Employee Relations Managers
- Labor Relations Specialists
- HR Business Partners
- Employment Law Advisors
- Public Sector HR Managers
- Unionized Workforce Consultants

EMPLOYMENT OUTLOOK (U.S. BUREAU OF LABOR STATISTICS):

According to the **U.S. Bureau of Labor Statistics**, the employment of labor relations specialists and compliance officers is expected to grow by **4% to 5%** through 2032, especially in sectors such as manufacturing, healthcare, education, and government. Median annual wage for HR compliance and labor relations professionals ranges from \$72,000 to \$115,000, with senior roles earning \$130,000+ depending on union involvement and regulatory environments.

CAREER PATHS FOR C-HRLR® HOLDERS:

- HR Compliance & Risk Manager
- Labor Relations Officer
- Employee Relations Manager
- HR Legal and Policy Consultant
- Corporate Compliance Specialist
- Industrial Relations Manager
- Union Negotiations Advisor



MODULES AND SUBMODULES

Module 1: Foundations of HR Compliance

- 1.1 Role of HR in Legal Compliance
- 1.2 Key Compliance Risks in HR Operations
- 1.3 Overview of U.S. and Global Employment Law

Module 2: Employment Law and Regulation

- 2.1 FLSA, ADA, EEOC, FMLA, OSHA
- 2.2 Anti-Discrimination and Workplace Harassment
- 2.3 Data Privacy (GDPR, HIPAA, and Employee Records)

Module 3: Policy Development and HR Governance

- 3.1 Creating Legally Compliant Employee Handbooks
- 3.2 Policy Writing for Workplace Safety, Leave, Disciplinary Actions
- 3.3 Implementing Code of Conduct and Whistleblower Protections

Module 4: Workplace Investigations and Dispute Resolution

- 4.1 Conducting Internal Investigations
- 4.2 Disciplinary Procedures and Documentation
- 4.3 Conflict Resolution and Alternative Dispute Resolution (ADR)

Module 5: Labor Law and Collective Bargaining

- 5.1 National Labor Relations Act (NLRA) and Union Rights
- 5.2 Bargaining Units and Labor Contracts
- 5.3 Union Avoidance and Engagement Strategies

Module 6: Union-Management Relations

- 6.1 Grievance Procedures and Resolution
- 6.2 Union Campaigns and Elections
- 6.3 Negotiation Strategies and Strike Management

Module 7: Ethics, Compliance, and Risk Management

- 7.1 Corporate Ethics in Labor Practices
- 7.2 Internal Compliance Audit Procedures
- 7.3 Legal Liability and Corrective Action Plans

Module 8: International Labor Laws and Cross-Border Compliance

- 8.1 Global Labor Standards (ILO, UNGC)
- 8.2 International Employment Contracts
- 8.3 Managing Global Labor Disputes

Module 9: Technology, Automation & HR Compliance

- 9.1 Compliance Management Systems and Tools
- 9.2 Digital Recordkeeping & Auditing
- 9.3 AI in Employee Surveillance and Ethical Implications

Module 10: Trends in HR Law and Labor Relations

- 10.1 Remote Work and Labor Law
- 10.2 Pay Transparency and Wage Equity Laws
- 10.3 Future of Work, DEI Regulations, and Social Responsibility

CERTIFICATION EXAM DETAILS

- **Format:** 100 Multiple Choice Questions
- **Duration:** 90 Minutes
- **Passing Score:** 70%
- **Retake Policy:** One free retake within 3 months
- **Delivery Mode:** Online, remote proctored

CERTIFICATION TESTING OUTCOMES (SKILLS AND COMPETENCIES):

Participants will be assessed on their ability to:

- Interpret and apply HR regulatory frameworks and labor laws
- Manage employee relations programs and compliance audits
- Design and implement workplace policies aligned with legal standards
- Execute union negotiation, grievance handling, and collective bargaining
- Address workplace risks and ethics violations effectively
- Apply global compliance strategies in cross-border operations



ACCREDITATION AND RECOGNITION

The **C-HRLR®** certification is awarded by **AGILE-HRP®**, recognized in both **public and private sectors**, and aligns with global legal standards including the **Fair Labor Standards Act (FLSA)**, **International Labour Organization (ILO)** guidelines, and **ISO 30415 (Diversity & Inclusion HR Standards)**.

CERTIFICATION DELIVERABLES

- Official Certificate: **Certified HR Compliance & Labor Relations Professional (C-HRLR)®**
- Verified Digital Credential
- HR Compliance Audit Toolkit
- Labor Relations Case Study Library
- 30 Continuing Education Units (CEUs)
- AGILE-HRP® Membership and Recognition
- Invitation to global HR compliance forums

PROGRAM FORMAT

- **Duration:** As Needed
- **Mode:** Online, self-paced or cohort-based
- **Assessment:** Final Exam + HR Compliance Case Report

ELIGIBILITY CRITERIA:

- Bachelor's degree in HR, law, or related field
- Or 1–3 years of experience in compliance, HR law, or employee relations
- Legal or labor law background preferred, not mandatory

NEED ASSISTANCE?

For queries or certification support:

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