



Course: **The Professional Certificate in Industrial Relations:
A Practical Approach**

Contact Hours: **24 Hours**

Pre-requisite: **None**

Course Objectives

This course provides participants with a practical understanding of the principles, practices, and legal framework of industrial relations in Trinidad and Tobago. Emphasis is placed on real-world application, equipping participants with the tools and knowledge to navigate common IR issues such as grievance handling, disciplinary procedures, union negotiations, and compliance with local labour laws.

Through case studies, mock scenarios, and discussions, participants will develop actionable skills to support IR functions within their organisations.

Target Audience

- Human Resource Officers and Managers
- Operations and Administrative Supervisors
- Industrial Relations and Employee Relations Officers
- Line Managers and Team Leaders
- Union Delegates and Shop Stewards
- Business Owners and Entrepreneurs

Learning Outcomes

By the end of this course, participants will be able to:

- Understand the foundations and key concepts of industrial relations in Trinidad and Tobago
- Apply core IR legislation to workplace scenarios
- Handle grievances and disciplinary issues using best practices
- Understand the role of trade unions and collective agreements
- Engage in basic negotiations and conflict resolution
- Develop and implement IR-related policies and procedures
- Navigate the processes of the Industrial Court and Ministry of Labour

Course Outline

Week 1: Introduction to Industrial Relations in Trinidad and Tobago

- Course Overview
 - What is Industrial Relations (IR)?
 - Evolution of IR in T&T
 - Global Considerations & Trends
 - Key stakeholders: Employers, Employees, Trade Unions, Government
 - Institutional Framework
 - Case examples from the local landscape
-

Week 2: Understanding Labour Legislation (Part 1)

- Rights and duties of employers and employees
 - Employment Standards and Contractual Obligations
 - Industrial Relations Act (IRA)
 - Occupational Safety and Health Act (OSHA)
 - Retrenchment and Severance Benefits Act
 - Maternity Protection Act
 - Equal Opportunity legislation
-

Week 3: Understanding Labour Legislation (Part 2)

- The Minimum Wages Act
 - The Workmen's Compensation Act
 - The National Insurance Act
 - Data Protection Act
 - The Freedom of Information Act (FOIA)
 - The Companies Act (for Contract for Service)
 - Interfacing with regulatory bodies and compliance
-

Week 4: Trade Unions and Collective Bargaining

- Role and recognition of trade unions
 - Collective agreements – structure and significance
 - Union-management relations
 - Negotiation simulation: Preparing for a collective bargaining session
-

Week 5: Grievance Handling and Disciplinary Procedures

- What Constitutes a Grievance
 - Stages of Grievance Resolution
 - Disciplinary Procedures: Due Process and Fairness
 - The Role of the Industrial Court in Grievance and Disciplinary Matters
 - Grievance and Disciplinary Procedures in Unionized vs Non-Unionized Settings
 - Role of Documentation and Investigations
 - Mock role-play: Managing a grievance meeting
-

Week 6: Managing Conflict and Workplace Disputes

- Types and sources of workplace conflict
 - Legal Framework and Formal Avenues for Dispute Resolution in T&T
 - Mediation vs arbitration
 - Conflict resolution techniques
 - Introduction to Alternative Dispute Resolution (ADR) Systems
 - Contemporary Challenges in Conflict Management
 - Case Analysis: Handling an Industrial Dispute
-

Week 7: Termination of Employment and Retrenchment

- Types of termination (summary, redundancy, resignation)
 - Legal requirements and fair procedures
 - Retrenchment: Best Practices and Legal Compliance
 - Severance Pay and Terminal Benefits
 - Documentation and Exit Process
-

Week 8: Navigating the Industrial Court & Final Presentations

- Understanding the Industrial Court of Trinidad and Tobago
 - Preparing for Conciliation or Industrial Court Proceedings
 - Application: Mock Hearing or Group Case Presentations
 - Recap and Integration of Key Concepts
-

Assessment

- Class Participation & Practical Exercises
- Case Studies
- Final assignment – The final would be either a mock hearing or group presentation

Learning Resources & Tools

- Copies of relevant labour legislation
- Sample collective agreements and grievance templates
- Practical checklists for IR procedures
- Access to local case studies and decisions from the Industrial Court
- Templates for IR letters, warning notices, and reports
- Short Videos