

TRAINING COURSE CATALOGUE

SECUREX HRACADEMY



WHAT WE DO

Our expertise

INTER- AND INTRA-
COMPANY TRAINING
WEBINARS
TAILOR-MADE
PROGRAMMES

Languages

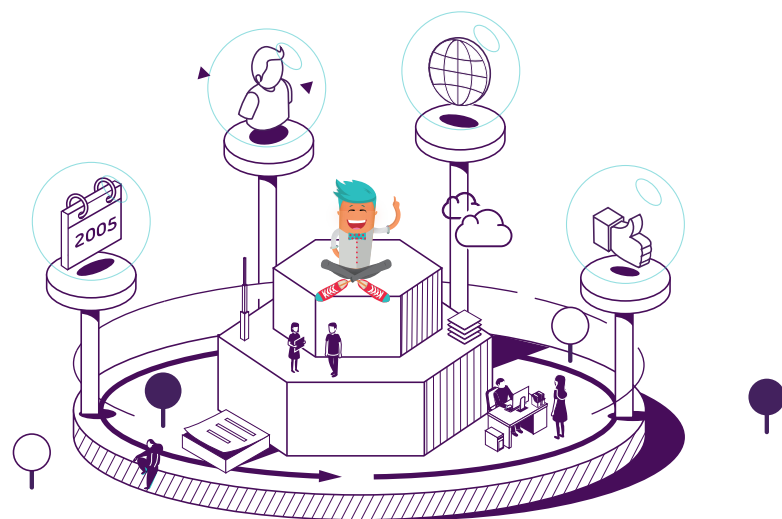
FRENCH & ENGLISH

Since

2005

Max. number of persons per group

8



HR IS OUR BUSINESS. BASED ON YEARS OF EXPERIENCE AND THE SKILL OF OUR TEAMS, OUR EXPERTISE HAS ENABLED US TO DEVELOP THIS COMPREHENSIVE TRAINING COURSE CATALOGUE. IN ADDITION TO ITS PRACTICAL APPROACH, OUR CATALOGUE WILL HELP YOU GET TO GRIPS WITH THE DIFFERENT ISSUES RELATING TO HUMAN RESOURCES.

WE CAN **CUSTOMISE** THESE TRAINING COURSES TO PERFECTLY MATCH YOUR COMPANY'S SPECIFIC CHARACTERISTICS.

THESE MODULES, **IN FRENCH AND ENGLISH**, CAN TAKE A FEW HOURS TO A FULL DAY AND MAY BE FOLLOWED INDEPENDENTLY.

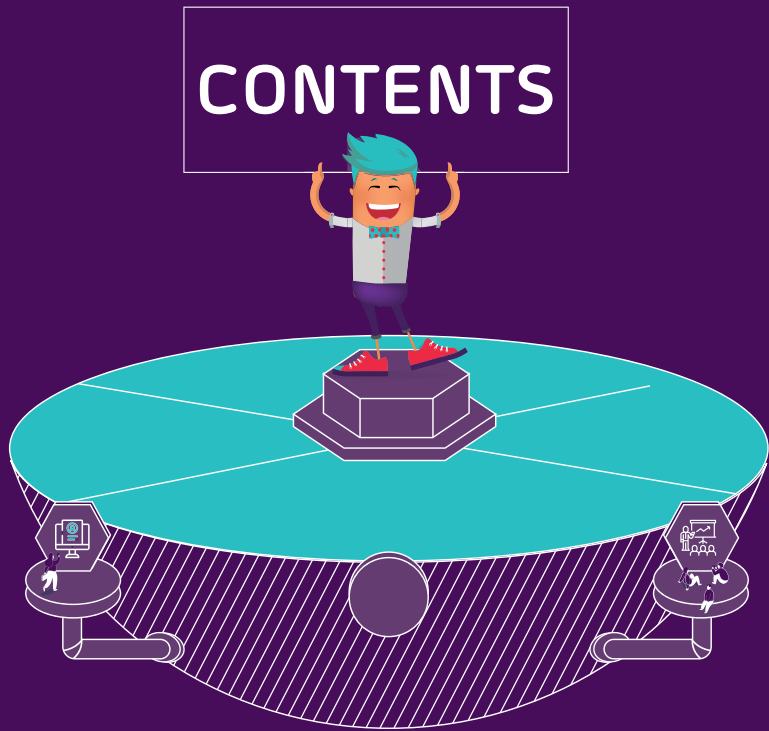
AND DON'T WORRY IF YOU ARE UNABLE TO GATHER YOUR EMPLOYEES IN ONE LOCATION – WE HAVE VARIOUS OPTIONS FOR YOU TO CHOOSE FROM. WITH TRAINING SESSIONS HELD AS **WEBINARS**, EACH PERSON CAN PARTICIPATE WHEREVER THEY ARE. IF YOU ARE LOOKING FOR A MORE INTERACTIVE APPROACH, WE CAN COME DIRECTLY TO YOUR OFFICE THANKS TO OUR **CUSTOMISED PROGRAMMES**.

PLEASE GET IN TOUCH WITH US IF YOU HAVE ANY QUESTIONS:
HRACADEMY@SECUREX.LU

Accredited Training Centre

The HRacademy Securex has been recognised as an Accredited Training Centre by the "Ministère des Classes Moyennes". Participating entitles you to government subsidies for continuing professional development, including co-financing by the INFPC.





WAGE CALCULATION

Staff administration in Luxembourg

Benefits in kind: key elements of the pay package

Wage calculation: all specific aspects

Understanding and explaining a Luxembourg payslip

Cross-border payroll

Interest subsidies: a key benefit to become more attractive as an employer

STAFF MANAGEMENT

Hiring and training subsidies: what can you ask for and how?

Hiring staff: procedures to follow

The employment contract in all its forms

Leave & absences: all you need to know

How to successfully implement homeworking

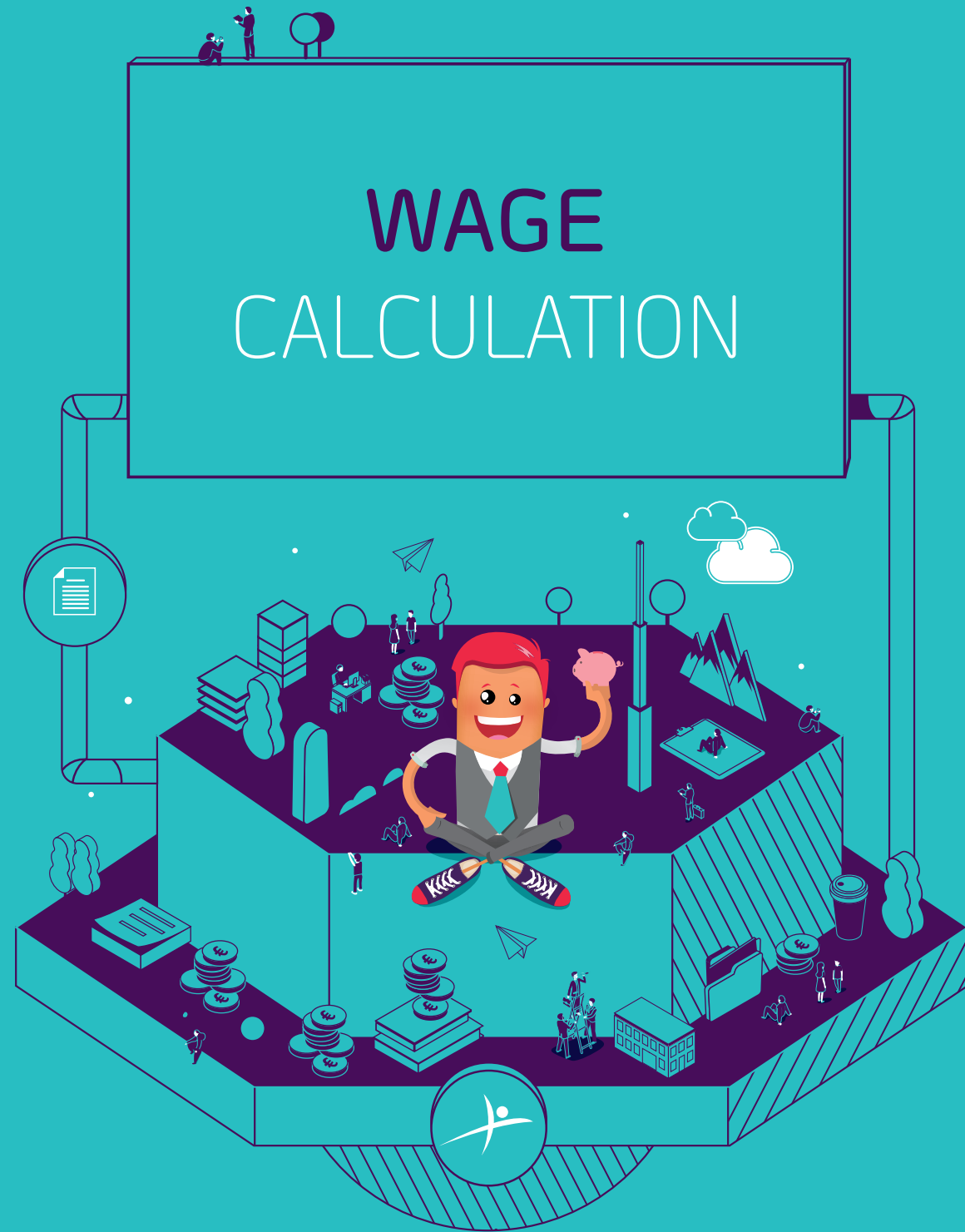
Leavers: all you need to manage the process successfully

Risk Management: employers' social and fiscal obligations

GDPR: what do you need to know as an employer?

Managing and preventing absenteeism

Staff Delegation: How to set it up? For what role?



STAFF ADMINISTRATION IN LUXEMBOURG



DURATION:
2 half-days



TARGET AUDIENCE:
Business leaders, members of the HR department or anyone wishing to understand the basics of labour law and staff administration.



INSTRUCTOR:
Legal expert specialising in labour law and payroll issues



REGISTRATION COSTS:
€750 (plus VAT), includes the course material, breakfast and drinks

OBJECTIVES



- Understand the basics of payroll management in a company
- Get to grips with the legal aspects essential to staff management, from hiring to the end of the employment relationship
- Become familiar with the different aspects of the payslip as well as the employer costs

► CONTENTS:



1 WAGES: GETTING THE BASICS RIGHT

1. Obligations with regard to hiring a new employee
2. Outlining the pay package
3. Statutory minimum wages
4. Index-linked wage increases
5. Seizures and garnishments



2 TAXATION OF WAGES

1. Tax scale and tax card
2. Taxable and exempted income items
3. Benefits in kind
4. Personal tax declaration



3 SOCIAL SECURITY

1. Company and staff registration
2. Social contribution rate and ceilings
3. Social security invoice and annual adjustment
4. Monthly salary and illness declarations



4 ISSUES RELATING TO LABOUR LAW

1. Employment contract
2. Overtime, public holidays, Sunday and night work
3. Annual leave and special leave
4. End of the employment contract



BENEFITS IN KIND:

KEY ELEMENTS OF THE PAY PACKAGE



DURATION:

Half-day



TARGET AUDIENCE:

Members of the HR department and managers of new businesses



INSTRUCTOR:

Legal expert specialising in labour law and payroll issues



REGISTRATION COSTS:

€300 (plus VAT), includes the course material, breakfast and drinks

OBJECTIVES

- Develop a clear vision of the most common benefits in kind
- Know how to assess the effects of these benefits on the pay package and the employer's costs
- Discover recent developments regarding alternative remuneration

► CONTENTS:

THE VARIOUS TYPES OF BENEFITS IN KIND AND THEIR TAX AND SOCIAL TREATMENT:

1. Company car
2. Lunch vouchers
3. Company accommodation
4. Schooling costs
5. Reduced rate loan and interest subsidies
6. Supplementary health insurance
7. Life insurance
8. Complementary pension plan

THE LATEST TRENDS

WAGE CALCULATION:

ALL SPECIFIC ASPECTS



DURATION:

1 day



TARGET AUDIENCE:

Members of the HR department or any person wishing to receive training on how to calculate wages



INSTRUCTOR:

Legal expert on payroll issues



REGISTRATION COSTS:

€750 (plus VAT), includes the course material, lunch and drinks

OBJECTIVES

- Learn how to calculate a payslip from gross to net
- Get to grips with the contributory and taxable components of wages
- Understand the tax calculation

► CONTENTS:



OVERVIEW OF THE PAYSIP



SOCIAL CONTRIBUTIONS

1. Social contribution rate and ceilings
2. Contributory components
3. Statutory minimum wages



TAX

1. Tax card
2. Tax rates and scales
3. Difference between resident and non-resident
4. Taxable income

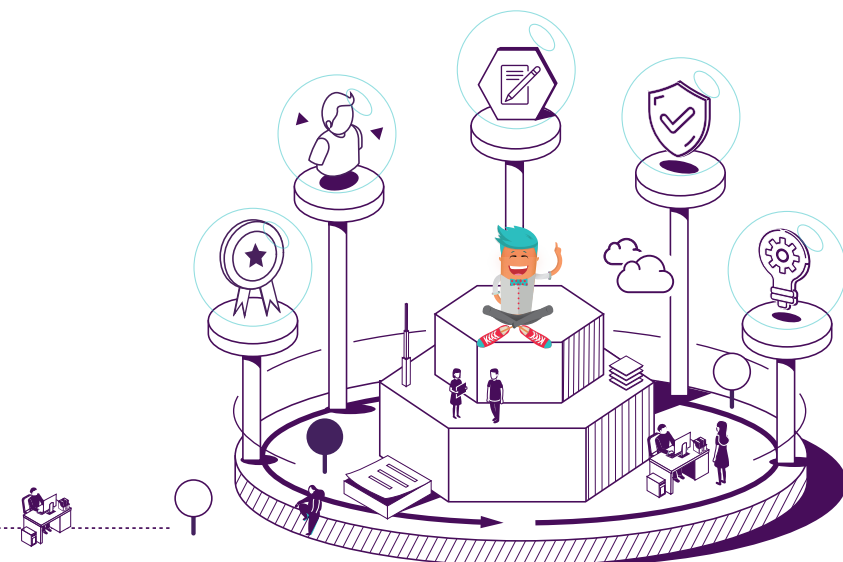


WAGE CALCULATION

1. Periodic/non-periodic
2. Taxable days/days worked/calendar days
3. Overtime
4. Benefits in kind
5. Salary seizures and garnishments
6. Severance pay



PRACTICAL EXERCISES





INSTRUCTOR:
Legal expert on payroll issues



REGISTRATION COSTS:
€300 (plus VAT), includes the course material,
breakfast and drinks

- ▶ Learn how to explain the payslip to your staff
- ▶ Understand the contributory and taxable components of wages
- ▶ Get to grips with the tax withholding system

1. Periodic and non-periodic payslips
2. The calculation from gross to net

1. Social security contributions (employer and employee)
2. Employers' Mutual Insurance Fund
3. Taxable basis

1. Tax card
2. Tax brackets, tax classes and tax rates
3. The differences between residents and non-residents
4. Tax scales
5. Yearly remuneration certificate

1. Overtime
2. Public holidays
3. Benefits in kind



TARGET AUDIENCE:
Members of the HR department, self-employed people and managers of new businesses



INSTRUCTOR:
Legal expert



REGISTRATION COSTS:
€300 (plus VAT), includes the course material,
breakfast and drinks

- ▶ Learn the correct approach to analyse a cross-border situation
- ▶ Become familiar with the mechanisms of double-taxation agreements and their application in neighbouring countries
- ▶ Understand actual payroll challenges and implement best practice

1. European regulations and bilateral agreements
2. Secondment vs. working and travelling in several countries
3. Procedures and formalities to be followed: A1 form, social identification badge, prior declaration, etc.

1. Double-taxation agreements: OECD model
2. Specific features of neighbouring countries: Germany, Belgium and France
3. Practical cases

1. Applicable legislation
2. Public order provisions

4

1. Employer's responsibilities
2. HR tools and good practice

INTEREST SUBSIDIES:



A KEY BENEFIT TO BECOME MORE ATTRACTIVE
AS AN EMPLOYER



DURATION:

2 hours



TARGET AUDIENCE:

Members of the HR department and managers
of new businesses



INSTRUCTOR:

Legal expert on payroll issues



REGISTRATION COSTS:

€300 (plus VAT), includes the course material,
breakfast and drinks

OBJECTIVES

- Understand how interest subsidies can optimise the pay package
- Become familiar with the application of payroll interest subsidies
- Learn about the formalities relating to this type of remuneration

► CONTENTS:

1

PRESENTATION OF THE VARIOUS CONCEPTS

1. Interest subsidy for housing loans
2. Interest subsidy for personal loans
3. Preferential employer loans

2

OPTIMISING THE PAY PACKAGE

1. Conditions to be fulfilled by the employee
2. Tax and social security scheme
3. The employer's responsibilities and administrative formalities



HIRING AND TRAINING SUBSIDIES: WHAT CAN YOU ASK FOR AND HOW ?



DURATION:
Half-day



TARGET AUDIENCE:
Members of the HR department, self-employed people and managers of new businesses



INSTRUCTOR:
Legal expert on social law



REGISTRATION COSTS:
€300 (plus VAT), includes the course material, breakfast and drinks



OBJECTIVES

- Develop in-depth knowledge of the various support measures and their advantages

► CONTENTS:



1. EMPLOYEE SUBSIDIES

1. Re-employment support
2. Geographic mobility support



2. EMPLOYMENT SUBSIDIES AND MEASURES FOR EMPLOYERS

1. Subsidies for hiring older unemployed persons
2. Subsidies for hiring employees classed as disabled workers
3. Subsidies for hiring employees benefiting from internal or external outplacement
4. Tax credit for hiring an unemployed person



3. SMART RECRUITMENT VIA SPECIAL CONTRACTS

1. Employment initiation contract (contrat d'initiation à l'emploi, CIE)
2. Employment reintegration contract (contrat de réinsertion-emploi, CRE)
3. Professional training internship (Stage de professionnalisation)
4. Learning support (aide à l'apprentissage)



4. CONTINUOUS PROFESSIONAL TRAINING: GET YOUR MONEY BACK!

1. Co-financing of training courses
2. Subsidies for Luxembourgish classes
3. Individual training leave

HIRING STAFF: PROCEDURES TO FOLLOW



DURATION:
Half-day



TARGET AUDIENCE:
Members of the HR department, self-employed people and managers of new businesses



INSTRUCTOR:
Legal expert on social law



REGISTRATION COSTS:
€300 (plus VAT), includes the course material, breakfast and drinks



OBJECTIVES

- Get to grips with the legal framework around Luxembourg labour law
- Learn the correct approach to hiring
- Know which measures to implement when onboarding new employees

► CONTENTS:



1. PRE-HIRE CONSIDERATIONS

1. Announcement of a vacant position
2. Employment authorisation
3. Seconded and expatriated employees



2. EMPLOYEE REGISTRATION

1. New employee declaration
2. Medical visit
3. Tax card



3. EMPLOYMENT CONTRACT

1. Setting the salary
2. CDD (fixed-term contract), CDI (permanent contract), internship agreement, etc.
3. Trial period
4. Part-time work



4. ONBOARDING A NEW EMPLOYEE



THE EMPLOYMENT CONTRACT IN ALL ITS FORMS



DURATION:
Half-day



TARGET AUDIENCE:
Members of the HR department and managers
of new businesses



INSTRUCTOR:
Legal expert on labour law



REGISTRATION COSTS:
€300 (plus VAT), includes the course material,
breakfast and drinks

OBJECTIVES

- ▶ Get to know the various recruitment options available
- ▶ Be able to identify the best option during when recruiting
- ▶ Be familiar with the legal aspects relating to drafting and amending employment contracts

► CONTENTS:



1 SELECTING THE MOST APPROPRIATE WORKING RELATIONSHIP

1. Differentiating between an employment contract and other types of contracts: apprenticeship contract, student contract, internship agreement
2. Identifying the advantages and disadvantages of the various types of recruitment



2 DRAFTING A PERMANENT EMPLOYMENT CONTRACT

1. Ensuring compliance with mandatory clauses
2. Meticulously drafting the optional clauses: geographic mobility, non-competition, etc.
3. Closely monitoring the trial period



3 DRAFTING AND MANAGING PART-TIME CONTRACTS

1. Inserting mandatory clauses (work schedule, assignment of working hours, etc.)
2. Modifying the assigned working hours



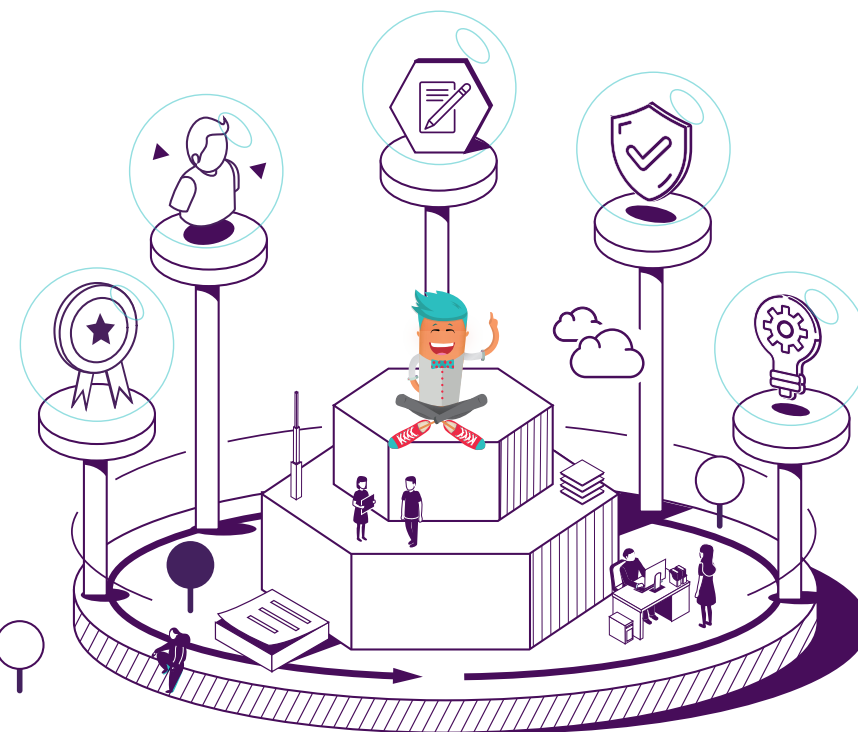
4 MODIFYING THE CONTRACT DURING THE WORKING RELATIONSHIP

1. Establishing the key and subsidiary clauses of the contract
2. Complying with the procedures and drafting amendments
3. Drawing conclusions from an employee's rejection



5 FINALISING AND MANAGING THE FIXED-TERM CONTRACT, ENSURING FULL LEGAL COMPLIANCE

1. Ensuring justifications and contract periods comply with the law
2. Renewing or managing the flow of the fixed-term contracts





- Become familiar with the legislation in relation to the various types of leave

1. Duration of leave
2. Scheduling and carrying over days of leave
3. Public holidays
4. Collective leave



1. Employee's obligations
2. Remuneration during sick leave
3. Can the employer be reimbursed ?



1. Leave for family reasons
2. Maternity/paternity leave
3. Parental leave
4. Adoption leave



1. Extraordinary leave
2. Unpaid leave
3. Training leave



A hand-drawn diagram of a cell. It features a large, irregular outer boundary representing the cell membrane. Inside, there is a smaller, roughly circular nucleus with a darker, textured interior. To the right of the nucleus is a large, clear, oval-shaped vacuole. The entire diagram is drawn with simple black lines on a white background.

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- ▶ Introduce the legal framework applicable to implementing homeworking
- ▶ Understand the social security and taxation consequences
- ▶ Get to know the measures to be implemented by HR relating to this type of work

1. Definition of teleworking: regular or on a one-off basis
2. Principles of teleworking: voluntary basis, reversibility, etc.



1. Formal requirements: employment contract, internal regulations, etc.
2. Working conditions
3. The supporting measures to implement



1. Maintaining membership of the social security scheme
2. Avoiding double taxation
3. Ensuring data protection



1. Ensuring the homeworker is fully integrated into the team
2. Best remote management practice
3. What to do in the event of an accident at work

LEAVERS:

ALL YOU NEED TO MANAGE THE PROCESS SUCCESSFULLY



DURATION:

Half-day



TARGET AUDIENCE:

Members of the HR department and managers of new businesses



INSTRUCTOR:

Legal expert on social labour law



REGISTRATION COSTS:

€300 (plus VAT), includes the course material, breakfast and drinks



OBJECTIVES

- Analyse the different breaches of an employment contract and introduce the legal consequences
- Get to grips with the various procedures to follow
- Be aware of the various risk factors and critical issues to avoid disputes

► CONTENTS:

1

END OF A FIXED-TERM CONTRACT

1. End of the term
2. Dismissal or resignation before the end of the term

2

EMPLOYEE RESIGNATION

1. Resignation with notice or immediate effect
2. Proof of resignation

3

EMPLOYEE DISMISSAL

1. Dismissal during the trial period
2. Meeting prior to the dismissal
3. Dismissal with notice
4. Dismissal with immediate effect
5. The various cases of protection against dismissal

4

COLLECTIVE REDUNDANCIES

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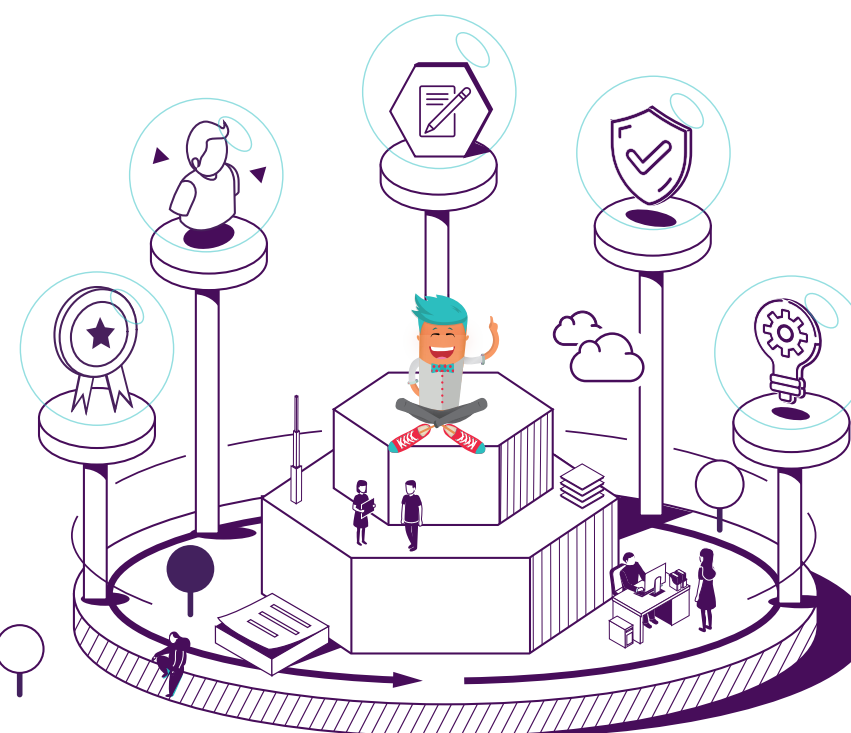
OTHER CASES OF WORK CONTRACT TERMINATION

1. Automatic termination
2. Termination by mutual consent

6

OBLIGATIONS OF THE PARTIES IN RELATION TO THE EMPLOYMENT CONTRACT

1. Administrative formalities
2. Non-competition clause
3. Priority of re-employment





TARGET AUDIENCE:

Members of the HR department, self-employed people and managers of new businesses



€750 (plus VAT), includes the course material,
lunch and drinks

- Become familiar with employers' various legal, administrative and contractual obligations throughout the employment relationship

1. Obligations when the working relationship begins/ends
2. Employment contracts
3. Overtime, public holidays, Sunday and night work
4. Annual leave and special leave
5. Workers' health and safety

1. Company and staff registration
2. Social contribution rate and ceilings
3. Social security invoice and annual adjustment
4. Monthly salary and illness declarations

1. Withholding tax
2. Tax card
3. Tax audit



TARGET AUDIENCE:

Members of the HR department, self-employed people and managers of new businesses



€300 (plus VAT), includes the course material,
breakfast and drinks

- ▶ Understand the changes resulting from the introduction of GDPR
- ▶ Be aware of your obligations as an employer
- ▶ Ensure your HR department is aware of the consequences and practical challenges involved

1. Processing personal data
2. Controllers and processors
3. The basics of data processing

1. The data protection officer
2. Procedure in the event of a data breach
3. Obligation in terms of information disclosure and transparency
4. Personal data register

1. During the recruitment procedure
2. In the course of the working relationship
3. Monitoring employees
4. Document retention period



TARGET AUDIENCE:
Members of the HR department



REGISTRATION COSTS:
€850 (plus VAT), includes the course material,
lunch and drinks

- Understand the root causes of absenteeism
- Know how to assess the absenteeism data
- Identify preventive measures and remedial actions
- Be able to implement an effective action plan
- Understand the legal framework around incapacity for work
- Conduct successfully the meetings relating to absences

1

1. Employee's obligations and rights
2. Employer's prerogatives
3. Specific cases: accident at work, invalidity, return to work, outplacement, etc.



1. The challenges of absenteeism
2. Types of absences and trends
3. Focus on key indicators
4. Analyses and critical points of concern



1. Measures and actions to implement on a daily basis
2. Managing absenteeism
  - ▶ Reinforce the legal framework
  - ▶ Set up meetings with staff returning to work following a period of absence
  - ▶ Maintain contact during absence
  - ▶ Enhance safety measures and the prevention of occupational accidents and illnesses



1. Focus on stress and burnout
2. Good managerial practice



TARGET AUDIENCE:
Members of the HR department and managers
of new businesses



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REGISTRATION COSTS:
€300 (plus VAT), includes the course material,
breakfast and drinks

- ▶ Introduce the procedure for social elections
- ▶ Become familiar with the regulations relating to the status, operation and role of the staff committee

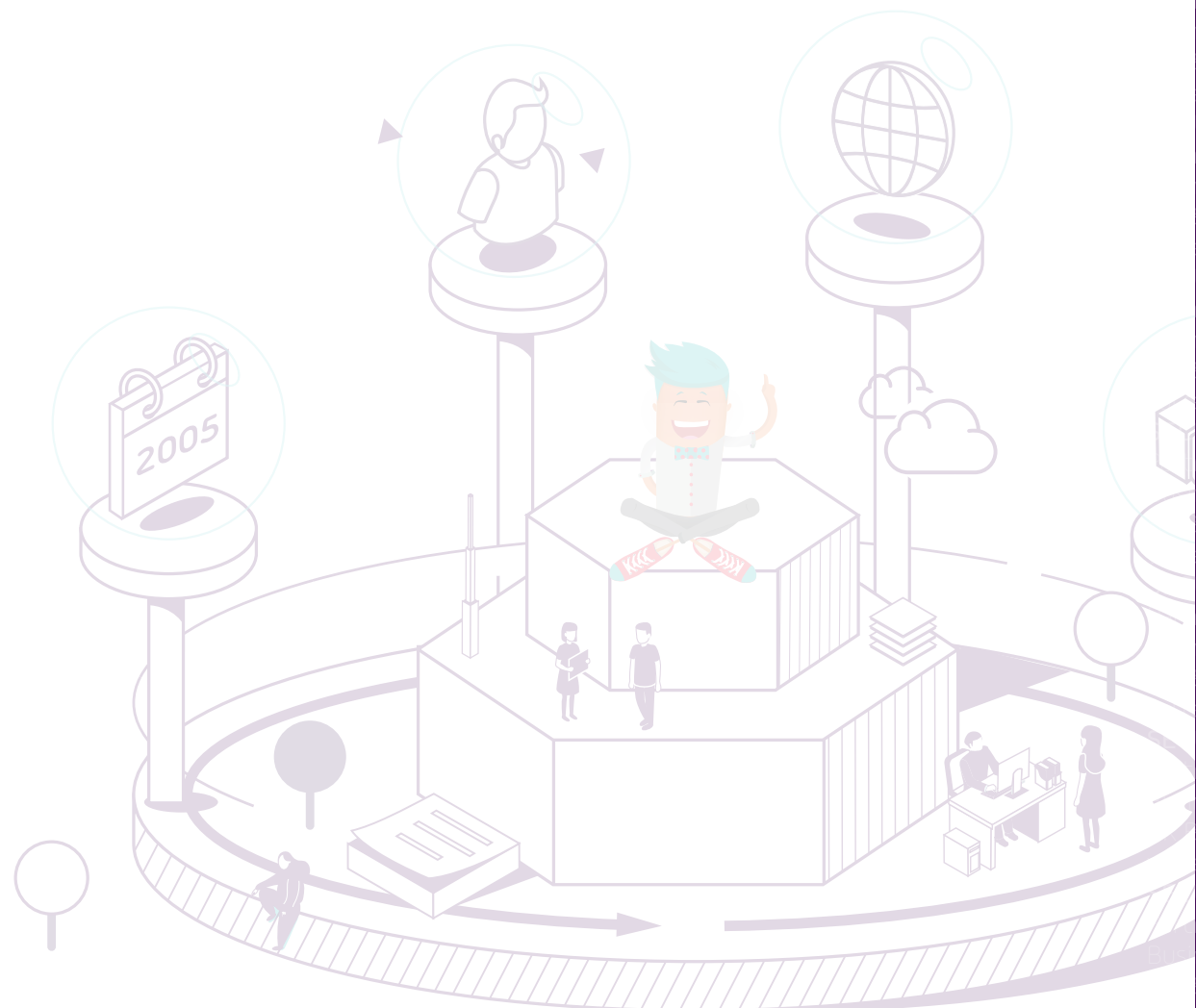
1. Planning and the various phases
2. Concept of passive/active workforce and electorate
3. Election procedure
4. Setting up the new staff delegation



1. Role of the staff delegation
2. Obligations to inform and consult the staff delegation
3. Joint decision-making procedure in the company



1. The obligations of regular and substitute staff delegation members
2. Equal opportunities officer
3. Health and safety representative



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