

SEMINAR SERIES ON
ESSENTIAL LAWS IN THE WORKPLACE

- (1) **Contract Law in the Workplace**
(2) **Tort Law in the Workplace**

Legal knowledge is becoming more and more important to officers, professionals, managers and executives for enabling the proper discharge of their duties. With a view to strengthening the legal knowledge and skills of the working personnel, this series of seminars are tailored and designed for meeting the growing needs and demands in their daily routines.

- Format :** Each of the 2 seminars is for one day (0930-1700).
- Medium :** Cantonese supplemented with English (with English handouts)
- Audience :** Those who should attend this course include:-
- Corporate executives and business managers
 - Directors of small and medium enterprises
 - Operation managers and project managers involved in commercial transactions and operations
 - Financial advisors and controllers to businesses
 - Those interested in understanding the latest development in commercial contracts
- Approach :** This series of seminars utilise an interactive learning approach. With the combined use of lectures, court case studies, experience sharing, exercises and group discussion, participants will be able to understand the principles of the laws and apply them with ease in real life working situations.

1. Seminar on Contract Law in the Workplace

Concept : Contracts are at the hearts of today's business management. Yet, the guiding principles must be properly understood by those using them for avoidance of legal trap and pitfall in contract negotiations and enforcement. This seminar provides the comprehensive guide to the paramount legal principles of contracts in Hong Kong. By reviewing recent representative cases, the legal principles and their implications in practice upon the effective administration of common types of contracts are examined. It aims at equipping participants with the necessary knowledge and practical understanding for managing such contracts in their workplace. Further, it goes on to outline the key problem areas and traps that those involved in the subject areas need to be alerted.

Objective : Completion of the seminars should enable participants to:-

- Be equipped with knowledge on basic legal principles and concepts of Contract Law
- Become with enhanced understanding of laws regulating formation of contract, content of contract, termination of contract and remedies for breach of contract
- Gain essential awareness on negligence, occupiers' liability, liability as an employer, vicarious liability and remedies
- Find out how to apply legal principles to their day-to-day management decisions
- Appreciate legal traps and pitfalls in approaching contract negotiation and enforcement
- Deal with contractual issues arisen in their workplace

Content : The seminar includes the following content:-

- Elements of a binding contract
- Mistakes and misrepresentation
- Contract terms and conditions
- Suppliers, sub-contracting and contractual chain
- Breach of contract and remedies
- Termination of contracts
- Traps and pitfalls in practice
- Case studies

2. Seminar on Tort Law in the Workplace

Concept : Tort of negligence is at the hearts of today's business management. Yet, the guiding principles must be properly understood by those using them for avoidance of legal trap and pitfall in workplace and liabilities control. By reviewing recent representative cases, the legal principles of tortious liabilities and their implications in practice upon the effective administration of common types of businesses are examined. It aims at equipping participants with the necessary knowledge and practical understanding for managing such risks and liabilities in their workplace. Further, it goes on to outline the key problem areas and traps that those involved in the subject areas need to be alerted.

Objective : Completion of the seminars should enable participants to:-

- Be equipped with knowledge on basic legal principles and concepts of Contract Law and Law of Tort
- Become with enhanced understanding of laws regulating formation of contract, content of contract, termination of contract and remedies for breach of contract
- Gain essential awareness on negligence, occupiers' liability, liability as an employer, vicarious liability and remedies
- Find out how to apply legal principles to their day-to-day management decisions
- Appreciate legal traps and pitfalls in approaching contract negotiation and enforcement
- Deal with housing management issues arisen in their workplace

Content : The course will content the following content:-

- Principles of tortious liabilities
- Negligence and duty of care
- Negligent misstatement
- Occupiers' liability
- Employers' liability and various liability
- Defences in relation to torts
- Remedies and damages
- Traps and pitfalls in practice
- Case studies