MERCURY

Ensuring Compliance: Process Improvements for Establishment Inspections

23 – 27 November 2026
Accra (Ghana)



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Ensuring Compliance: Process Improvements for Establishment Inspections

Ref: 15589_1065024 **Date:** 23 – 27 November 2026 **Location:** Accra (Ghana) **Fees:** 5300 Euro

Introduction:

This Ensuring Compliance and Process Improvements for Establishment Inspections training course is designed to provide comprehensive knowledge and skills on process improvements in inspecting sector establishments, with a primary focus on ensuring compliance with the regulations and guidelines of the Social Insurance Institution.

In this Ensuring Compliance and Process Improvements for Establishment Inspections course, participants will explore the business process improvements that can be implemented post-inspection. Identifying process improvements is critical when reviewing establishment inspection reports. They will learn effective techniques for conducting inspections, identifying non-compliance issues, and implementing corrective actions to improve overall compliance and adhere to labor laws.

By analyzing the findings, organizations can implement process improvements to enhance operations and maintain compliance with regulations. Leading these improvements requires a strategic approach, including setting priorities, establishing clear objectives, and ensuring that all team members understand their role in the initiative to continuously enhance workplace practices.

Targeted Groups:

- Compliance Officers.
- Social Insurance Inspectors.
- Quality Assurance Managers.
- Human Resources Professionals.
- Private Sector Managers and Supervisors.
- Legal Advisors specializing in Labor and Social Insurance Laws.

Course Objectives:

By the end of this Ensuring Compliance and Process Improvements for Establishment Inspections course, participants will be able to:

- Understand the key regulations and guidelines of the Social Insurance Institution.
- Conduct thorough inspections of private sector establishments
- Identify and document instances of non-compliance.
- Implement process improvements to ensure ongoing compliance.
- Develop effective communication strategies for reporting and resolving compliance issues.
- Utilize best practices in compliance management and continuous improvement.

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Targeted Competencies:

The target competencies in this Ensuring Compliance and Process Improvements for Establishment Inspections training will:

- Regulatory Knowledge.
- Inspection Techniques.
- Compliance Assessment.
- Process Improvement Strategies.
- Effective Communication.
- Problem-Solving Skills.

Course Content:

Unit 1: Understanding Social Insurance Regulations:

- Overview of Social Insurance Institution Regulations
- Key policies and legal framework.
- Obligations of private sector establishments.
- Rights and benefits of employees.
- Ensuring compliance meaning and its importance.
- Consequences of non-compliance.
- Benefits of adhering to regulations.
- Case studies of common compliance issues.

Unit 2: Inspection Methodologies:

- Plan and prepare for inspections.
- Develop an inspection checklist.
- Review relevant documents and records.
- The procedure for conducting the inspection.
- On-site visit protocols.
- Engage with management and employees.
- Collect and verify information.
- Tools and technologies for inspections, like digital inspection tools.
- Data collection and analysis software.

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Unit 3: Identifying and Documenting Non-Compliance:

- Common areas of non-compliance.
- Employment contracts and documentation.
- Wage and benefits discrepancies.
- Occupational safety and health standards.
- Techniques for identifying non-compliance, including observational skills, interview techniques, and document analysis.
- Documenting findings with a focus on creating detailed establishment inspection reports.
- Use evidence to support conclusions.

Unit 4: Implementing Process Improvements:

- Analyze inspection results.
- Root cause analysis.
- What are process improvements, and what are the identified areas for them?
- Develop corrective action plans, setting achievable goals.
- Prioritize actions based on impact and feasibility.
- Monitor and review improvements through follow-up inspections and continuous monitoring.
- Best practices for sustainable compliance, employee training, and updates to policies and procedures.

Unit 5: Effective Communication and Reporting:

- Communicate with stakeholders, including internal communication strategies.
- Engage with management and employees.
- Liaise with the Social Insurance Institution.
- Report inspection results and structure investigation reports.
- Present findings and recommendations.
- Resolve compliance issues using negotiation and conflict resolution techniques.
- Ensure implementation of corrective actions to enforce compliance with regulations.
- Build a culture of compliance, promote ethical practices, and encourage proactive compliance initiatives.