


The E-Course

# Fundamentals of civil service



 **Language :**  
Arabic

 **Total learning hours :**  
6 hours of learning

 **The target group :**  
All levels of employees

**General Objective: To introduce the employee to the rights and the duties of a government employee as per the Civil Service law and its Executive regulations and the Retirement law**

## Objectives:

1. To identify the laws and systems of the Civil Service as followed by the work system in the Public sector
2. To identify the Retirement laws as practiced in the Work system in the Public sector
3. To identify the retirement benefits provided by the Kingdom of Bahrain for the employee in the Public sector
4. To know the rights and duties of the employee and his/her role as a responsible government employee

## Course discussions:

1. **Civil Service Law and its Executive Regulations**  
Employees' rights and duties

- Work Discipline
- Performance
- Training and Development
- Leaves
- 2. **Retirement Law**
  - Retirement rights
  - Retirement contributions
  - Types of retirement Bonuses
  - Retirement benefits
  - Virtual service

## Passing requirements:

Passing by 60% in cognitive assessment

## For More Information:

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