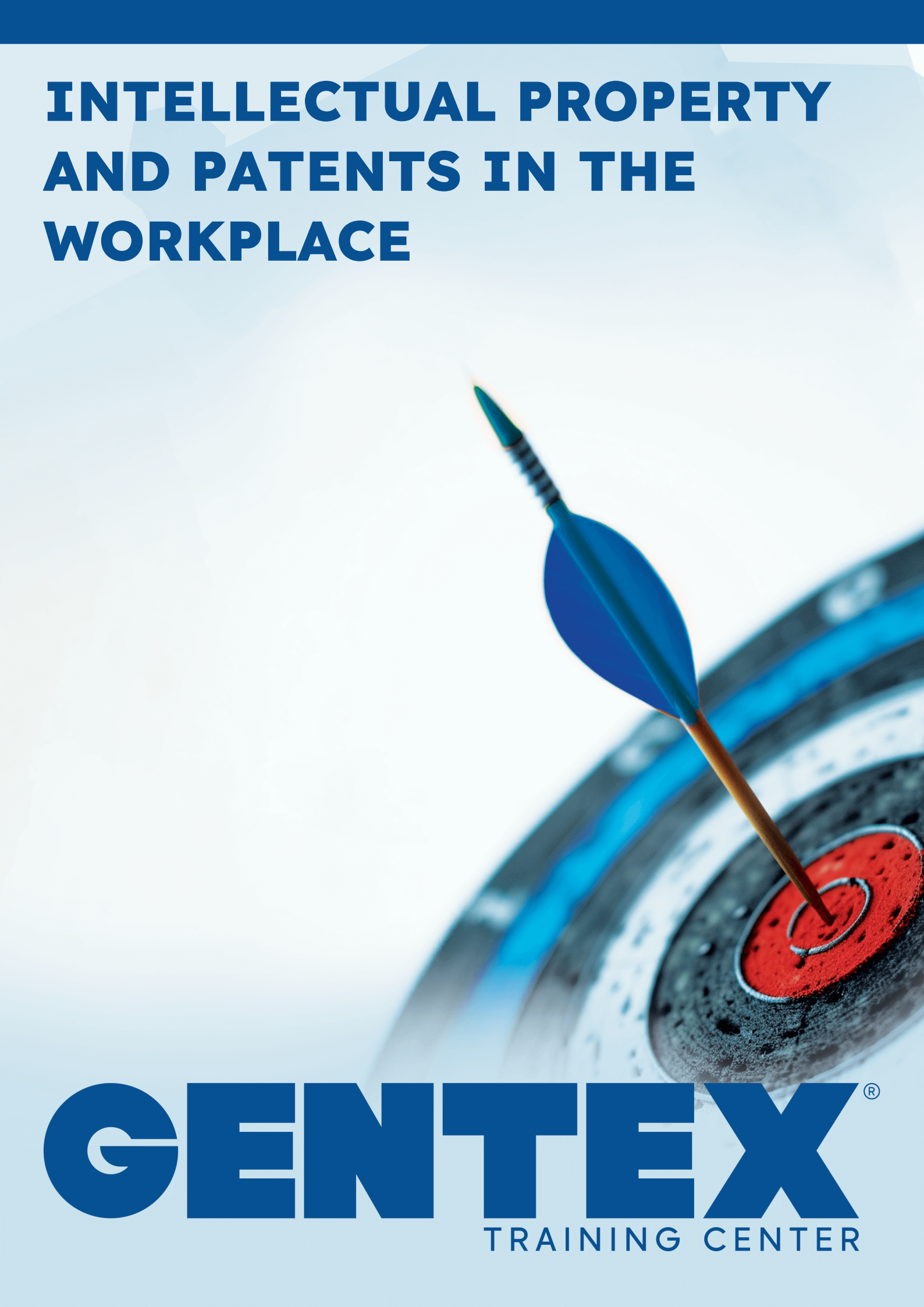
INTELLECTUAL PROPERTY AND PATENTS IN THE WORKPLACE



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Introduction

Intellectual Property and Patents in the Workplace examines how organizations identify, protect, and exploit the intellectual assets their employees create. This Training Course covers copyright, trademarks, patents, trade secrets, and design rights as they arise in daily work. Participants study invention disclosure, ownership rules, confidentiality practice, and infringement response. Furthermore, the programme connects legal principles to workplace routines through drafting labs, disclosure exercises, and case review. As a result, delegates leave able to protect company IP, guide inventors, and avoid the common mistakes that cost organizations their rights.

Intellectual Property and Patents in the Workplace Course Objectives

- Define intellectual property, industrial property, and copyright in workplace terms.
- Distinguish patents, trademarks, designs, copyright, and trade secrets.
- Apply ownership rules for employee inventions and works made in employment.
- Manage invention disclosure, prior art search, and patent filing decisions.
- Protect trade secrets with confidentiality agreements and access controls.
- Apply non-disclosure, non-compete, and assignment clause standards.
- Recognise infringement risks in products, content, and branding.
- Handle IP clauses in supplier, contractor, and employment contracts.
- Manage open-source software use and licence compliance.
- Build an internal IP register, awareness programme, and governance routine.

Course Methodology

- Interactive workshops using real workplace IP disputes and audits.

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- Structured invention disclosure and patentability assessment exercises.
- Drafting labs for NDA, assignment, and contractor IP clauses.
- Guided freedom-to-operate and infringement risk reviews.
- Facilitated discussion of employee mobility, poaching, and trade secret loss.
- Action planning that converts each session into a workplace commitment.

Who Should Take This Course

- In-house legal counsel and IP advisors.
- Research and development managers and engineers.
- Product, brand, and marketing managers.
- Human resources and people relations professionals.
- Procurement and contracts specialists.
- IT, software, and technology team leads.
- Compliance, audit, and innovation officers.

Intellectual Property and Patents in the Workplace Course Outlines

Day 1: Intellectual Property Fundamentals at Work

- Defining intellectual property and its main categories.
- Copyright, trademarks, patents, designs, and trade secrets compared.
- National and international frameworks: Berne, Paris, PCT, and TRIPS.
- What counts as protectable subject matter in practice.
- Employee-created work and works made in the course of employment.
- Common workplace assumptions that lead to lost rights.

- Building the IP awareness baseline in the organization.

Day 2: Patents, Inventions, and Disclosure

- Patentability criteria: novelty, inventive step, and industrial application.
- Invention capture and disclosure form design.
- Prior art searching and freedom-to-operate basics.
- Patent filing routes: national, PCT, and regional.
- Provisional and complete specifications.
- Ownership, inventorship, and co-ownership issues.
- Patent maintenance, renewal, and portfolio review.

Day 3: Trade Secrets, Confidentiality, and Contracts

- What qualifies as a trade secret and how protection is lost.
- Non-disclosure agreements with employees, suppliers, and partners.
- Assignment and IP transfer clauses in employment contracts.
- Non-compete and non-solicitation enforceability limits.
- Exit interviews, knowledge transfer, and return of materials.
- Access controls, need-to-know rules, and document marking.
- Confidentiality breaches and remedial options.

Day 4: Copyright, Software, and Open Source

- Copyright ownership in documents, designs, and creative output.
- Software copyright and database protection.
- Open-source licence types and compliance obligations.
- Third-party content use, licensing, and fair use limits.

- Contractors, freelancers, and content ownership defaults.
- Digital watermarking, metadata, and asset tracking.
- Internal publishing and social media IP risks.

Day 5: IP Governance, Risk, and Enforcement

- Building the IP register and internal asset inventory.
- IP risk assessment and audit readiness reviews.
- Brand protection and trademark watch services.
- Infringement response: letters, takedowns, and negotiation.
- Licensing, technology transfer, and valuation basics.
- Training, incentives, and invention reward schemes.
- Personal action plan and continuous improvement.

Conclusion

By successfully completing Intellectual Property and Patents in the Workplace, participants will have acquired a practical command of ownership rules, patent disclosure, trade secret protection, and IP governance. They will know how to draft effective confidentiality and assignment clauses, run invention disclosure processes, and respond to infringement and leakage risks. In addition, the course prepares delegates to build internal IP awareness and audit-ready registers. As a result, they return to work ready to protect the organization's intellectual assets with confidence. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

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FAQs for the Intellectual Property and Patents in the Workplace course

Q1 What is the "Intellectual Property and Patents in the Workplace" course about?

It is a five-day programme that explains how intellectual property arises, is owned, and is protected inside an organization. It covers patents, trademarks, copyright, designs, trade secrets, confidentiality contracts, open-source compliance, and internal IP governance.

Q2 What are the key benefits of the "Intellectual Property and Patents in the Workplace" course?

Participants gain the ability to secure ownership of employee-created work, protect trade secrets from leakage, and avoid the drafting mistakes that weaken IP rights. They also learn to manage open-source risk, respond to infringement, and build governance that supports innovation and audit review.

Q3 What skills will I gain from the "Intellectual Property and Patents in the Workplace" course?

Workplace IP ownership analysis, invention disclosure and patent filing assessment, trade secret protection with NDA and assignment drafting, and IP governance with infringement response management.

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Q4 What tools, methods, or standards are covered in the "Intellectual Property and Patents in the Workplace" course?

The course covers the Berne Convention, Paris Convention, PCT filing system, and TRIPS framework, patentability criteria including novelty and inventive step, prior art searching, freedom-to-operate analysis, invention disclosure forms, NDAs and assignment clauses, trade secret protection controls, open-source licence compliance, trademark watch services, DMCA takedown procedures, and IP register and audit checklists.

Q5 How is the "Intellectual Property and Patents in the Workplace" course applied in real-world practice?

Delegates apply it through invention disclosure reviews, patent filing recommendations, NDA and contractor IP clauses, employee exit checklists, open-source licence audits, brand watch reports, infringement letters, and licence negotiation. They also use it to train teams on IP awareness and to prepare files for IP audits and due diligence.