

HR Policies & Procedures

Course Objectives:

- Understand the purpose and importance of HR policies and procedures.
- Learn how to develop clear, compliant, and effective HR policies.
- Explore core HR policies and how they are applied in real-world scenarios.
- Understand how to communicate and roll out policies effectively across the organization.
- Learn to evaluate and improve HR policies continuously.

Course Outline:

Module One: Introduction to HR Policies and Procedures

- Definition and scope of HR policies and procedures.
- Legal and regulatory framework.
- Aligning HR policies with organizational strategy and culture.
- Key stakeholders and their roles.
- Common challenges in policy development and enforcement.

Module Two: Development and Design of HR Policies

- Policy structure and essential components.
- Policy drafting: tone, language, and clarity.
- Legal compliance (labor law, diversity, equal opportunity, etc.).
- Best practices in policy research and benchmarking.
- Policy approval and governance process.

Module Three: Key HR Policies and Their Application

- Recruitment and selection policy.
- Compensation and benefits policy.
- Attendance, leave, and working hours policy.
- Code of conduct and ethics.
- Disciplinary and grievance handling procedures.

Module Four: Communication, Implementation & Training

- Policy communication strategies.
- Training and orientation programs.
- Role of HR and line managers in policy dissemination.
- Employee engagement and feedback mechanisms.
- Maintaining policy visibility and accessibility (e.g., intranet, handbooks).

Module Five: Monitoring, Review, and Continuous Improvement

- Monitoring compliance and effectiveness.
- Audit processes and HR metrics.
- Managing policy updates and revisions.
- Responding to organizational and legal changes.
- Creating a culture of accountability.

Location	Expert Headquarter
Start Date	06 July 2025
End Date	10 July 2025