



How to Write HR Policies and Procedures

Website: www.btsconsultant.com

Email: info@btsconsultant.com

Telephone: 00971-2-6452630

How to Write HR Policies and Procedures

Introduction:

HR policies and procedures will help HR staff to translate strategy into operating rules that lead organization to success and deal appropriately with legal impacts on HR policies and procedures. In this course, participants will learn how to write and implement HR policies and procedures to improve their organizations effectiveness.

Who Should Attend?

- Managers
- Supervisors
- Executives
- Anyone involved in HR planning
- Anyone who need to sharpen his knowledge and skills in writing HR policies and procedures

Methodology:

This interactive Training will be highly interactive, with opportunities to advance your opinions and ideas and will include;

- Lectures
- Workshop & Work Presentation
- Case Studies and Practical Exercise
- Videos and General Discussions

Certificate:

BTS attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration.

Program Objectives:

- Understanding the purpose/usefulness of Human Resources (HR) policies and procedures
- Learning how to write and develop HR policies and procedures
- Learning formulas for determining if a policy or procedure is discriminatory
- Being familiar with the differences between policies and procedures

Contents:

DAY 1:

- Human resources management defined
- The role of the HR professional
- Key human resources management activities
- Human resources planning

DAY 2:

- Ten top writing tips
- Writing for electronic usage
- Will it/can it be translated?

DAY 3:

- Human resources policies
- Human resources procedures
- A brief example of a policy and a procedure

- A partial list of policies
- Whose job is it anyway – the role of managers

DAY 4:

- Basic guidelines for having human resources policies
- The development process
- Policy contents and exclusions
- Importance of statutory inclusions
- Develop HR policies – practical

DAY 5:

- Main considerations in developing HR procedures
- The development process
- Develop HR procedures – practical
- The uses and design of forms