



Consulting and Training | Reach New Heights

Course Name

Developing HR Policies and Procedures

Sector Name

HR Strategy and Training

Document Type

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Developing HR Policies and Procedures

Course Introduction

Human resources policies and procedures encompass thorough guidelines and standards for both the management and employees of an organization. These guidelines ensure that the organization advances towards its strategic goals and objectives by fostering a supportive work culture and environment. Effective policies and procedures must be meticulously crafted by senior administrators and HR managers, taking into account principles of fairness, legality, and consistency.

This training program aims to familiarize participants with the role of HR policies and procedures in steering the company's trajectory. The training program will concentrate on providing participants with the necessary skills and techniques to develop and execute HR policies and procedures effectively.

Training Program Methodology

This training program is implemented by combining the participants' academic knowledge and practical practice **(30% theoretical / 70% practical activities)**.

This program focuses on exercises, case studies, individual and group presentations, and Role-playing, among other advanced training techniques.

A detailed report is submitted to each participant and the training department in your organization on the results of the participant's performance and the return on training.

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Target Audience

This course is designed for all those who are related to the interviewing and selection process.

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Developing HR Policies and Procedures

Learning Objectives

- ✓ Gain an understanding of how HR policies and procedures fit into your organization and how they affect employee relations.
- ✓ Improve business performance and employee effectiveness through clear, fair, and lawful HR policies and procedures, which help maintain and uphold the morale of staff.
- ✓ Align the terms and conditions of employment with the remuneration strategy and develop detailed employment contracts to improve employer branding and employee engagement.
- ✓ Identify practical ways of developing an effective channel of communication with all employees through the HR Policies and Procedures Manual.
- ✓ Develop the skills and expertise needed to produce clear and coherent policy and procedure documents.

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Developing HR Policies and Procedures

Course Outline

✓ DAY 01

Human Resources Management

- ✓ HR Management - Modern Definition
- ✓ Main functions in HR Management
- ✓ Competency-based HR Management
- ✓ HR deliverables: a model for multiple roles
- ✓ HR as a business partner
- ✓ HR competencies: moving from traditional HR to strategic HR management

Strategic Role of Human Resources

- ✓ Evolution of HR into a strategic function
- ✓ Steps to building the strategic role of human resources
- ✓ Policies and procedures are the cornerstone of strategizing human resources

Policies and Procedures

- ✓ What is Policy and its Procedures?
- ✓ Difference between Policies and Procedures
- ✓ Benefits of Policies and Procedures
- ✓ Importance of Policies and Procedures

Types of Policies

- ✓ Recruiting and Hiring Policies
- ✓ Code of Conduct and Sexual Harassment Policies
- ✓ Safety and Health Administration Policies
- ✓ Disciplinary and Termination Policies
- ✓ Drug and Alcohol Policy
- ✓ Leave Policy
- ✓ Privacy Policy (etc.)

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Course Outline

✓ Day 02

Identifying areas where HR Policies are required

- ✓ Compensation and Benefits
- ✓ Employee Relations
- ✓ Health and Safety
- ✓ Training and Development
- ✓ Maternity, Parental, and Adoption Leaves
- ✓ Privacy (Data, etc.)
- ✓ Performance Management
- ✓ Code of Conduct
- ✓ Discrimination and Harassment
- ✓ Recruitment

Effectively making the HR Policies

- ✓ Targeting the values and morals of the organisation
- ✓ Making specific and clear HR policies
- ✓ HR Policies should be within government approved framework
- ✓ Consider the global regulations in case of presence across the globe
- ✓ Making employee-oriented policies
- ✓ Clearly define policies for permanent and contract employees

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Course Outline

✓ Day 03

Developing HR Policies

- ✓ Identify the need for new policies
- ✓ Identifying the gaps that affect the decisions in a department
- ✓ Ensuring the organisation follows the law
- ✓ Anticipating the achievements of the policies
- ✓ Anticipate impediments and ways to address them
- ✓ Policies should be easy to implement
- ✓ Consulting the senior management

Developing HR Procedures

- ✓ Defining and understanding the processes and aligning procedures
- ✓ Building the process
- ✓ Making SOP's (Standard Operating Procedures)
- ✓ Using Flowcharts and other tools/ formats
- ✓ Developing effective and detailed procedures
- ✓ Considering all the aspects of the process

Developing HR Policies and Procedures

Course Outline

✓ Day 04

Drafting the Policy

- ✓ Language should be simple and positive
- ✓ Avoiding Jargons
- ✓ Policies should be flexible and unbiased
- ✓ Specify who the policy applies to/ who is excluded
- ✓ Policies should communicate the purpose
- ✓ Share the references for the policies
- ✓ Must have the date the policies come into effect
- ✓ Updated dates in case of amendments made

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✓ Day 05

Reviewing the Policies

- ✓ Taking feedback from the people involved in the process of making the Policies and procedures
- ✓ Testing the policies on a group of employees and managers before implementing at an organisational level
- ✓ Analyse if the policies achieve the desired goals

Evaluating the regulatory impact of policies

- ✓ Involve a qualified legal professional for feedback
- ✓ Review and study the likes of your organisation to prevent any gaps/ flaws
- ✓ Keep abreast with changing laws and implications that might impact your policies and employees in the long run
- ✓ Facilitate audits to assess the relevance of policies in the changing environment
- ✓ Keep employees informed about any amends/updates to prevent distrust

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Confirmed Sessions

| FROM | TO | DURATION | FEES | LOCATION |
|----------------|----------------|----------|------------|------------------|
| Dec. 27, 2026 | Dec. 31, 2026 | 5 days | 4250.00 \$ | Qatar , Doha |
| Aug. 24, 2026 | Aug. 28, 2026 | 5 days | 4950.00 \$ | England , London |
| Jan. 18, 2027 | Jan. 22, 2027 | 5 days | 4250.00 \$ | UAE , Dubai |
| Aug. 3, 2026 | Aug. 7, 2026 | 5 days | 4950.00 \$ | England , London |
| April 12, 2027 | April 16, 2027 | 5 days | 4250.00 \$ | UAE , Dubai |

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