



Consulting and Training | Reach New Heights

**Course Name**

# **Building Effective HR Policies & Procedures for Government Controls**

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**Sector Name**

HR Strategy and Training

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## Building Effective HR Policies & Procedures for Government Controls

### Course Introduction

This program equips HR professionals in government and semi-government entities with the knowledge and tools to design, write, and implement HR policies and procedures that comply with government regulations, civil service laws, and internal control standards.

Participants will learn how to translate laws and organizational values into clear, practical policies and step-by-step procedures that enhance transparency, fairness, and accountability across the employee lifecycle.

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## Building Effective HR Policies & Procedures for Government Controls

### Target Audience

- ✓ HR Directors, Managers, and Business Partners in government entities
- ✓ HR Governance and Policy Specialists
- ✓ Organizational Development and Planning Professionals
- ✓ Internal Auditors and Compliance Officers
- ✓ Line Managers applying HR policies within controlled frameworks

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## Building Effective HR Policies & Procedures for Government Controls

### Learning Objectives

- ✓ Explain the importance of HR policies and procedures in supporting governance and compliance.
- ✓ Distinguish between laws, regulations, policies, and procedures and how they interconnect.
- ✓ Identify HR risks and control points across the employee lifecycle.
- ✓ Apply a structured framework for developing, approving, and communicating HR policies.
- ✓ Draft clear and consistent policies and procedures using templates and flowcharts.
- ✓ Align HR practices with civil service regulations and audit requirements.
- ✓ Establish effective controls in recruitment, attendance, performance, and disciplinary processes.
- ✓ Plan for implementation, training, and communication of new policies.
- ✓ Monitor policy compliance through KPIs and regular review.

## Building Effective HR Policies & Procedures for Government Controls

### Course Outline

#### ✓ DAY 01

##### **HR Policies, Governance & Controls**

- ✓ The role of HR policies in government accountability and service quality
- ✓ Policy hierarchy: laws, regulations, policies, and procedures
- ✓ Why policies matter: control, fairness, transparency, and risk management
- ✓ Common policy gaps and issues in government entities
- ✓ Understanding internal control principles and HR risk areas (recruitment, payroll, attendance, promotions)
- ✓ Linking HR policy frameworks to audit and regulatory requirements

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## Building Effective HR Policies & Procedures for Government Controls

### Course Outline

#### ✓ Day 02

##### **Policy Development Framework & Writing Techniques**

- ✓ The HR policy governance structure: roles of HR, Legal, Audit, and Management
- ✓ The policy development cycle — from need analysis to review
- ✓ Setting ownership, RACI, and approval flow
- ✓ Policy and procedure templates and best practice formatting
- ✓ Writing tips: clarity, tone, and consistency
- ✓ Visualizing procedures: using process flowcharts and diagrams

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## Building Effective HR Policies & Procedures for Government Controls

### Course Outline

#### ✓ Day 03

##### **Core HR Policy Areas (Part 1)**

##### **Recruitment & Selection**

- ✓ Merit, fairness, and transparency principles in government hiring
- ✓ Job approvals, grading controls, advertising, and shortlisting
- ✓ Interview panels, reference checks, and anti-nepotism measures

##### **Attendance & Leave Management**

- ✓ Attendance, overtime, and leave policy design
- ✓ Approval authority and documentation standards
- ✓ Ensuring compliance with civil service and labor regulations

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## Building Effective HR Policies & Procedures for Government Controls

### Course Outline

#### ✓ Day 04

##### **Core HR Policy Areas (Part 2)**

##### **Performance, Development & Rewards**

- ✓ Setting performance policies with objective and fair evaluation
- ✓ Linking performance to rewards and promotions
- ✓ Training and study leave policies under public-sector controls

##### **Conduct & Discipline**

- ✓ Code of conduct and professional ethics
- ✓ Disciplinary process: investigation, documentation, and appeal
- ✓ Handling grievances and whistleblowing responsibly

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### Course Outline

#### ✓ Day 05

##### **Implementation & Review (Half-Day Session)**

- ✓ Building a realistic implementation and communication plan
- ✓ Engaging stakeholders and ensuring smooth rollout
- ✓ Monitoring and reviewing policies — setting KPIs and audit checks
- ✓ Planning periodic updates and maintaining version control
- ✓ Final Workshop: Participants outline an improvement roadmap for their HR policy framework

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### Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Jan. 31, 2027	Feb. 4, 2027	5 days	4250.00 \$	KSA , Riyadh
Aug. 3, 2026	Aug. 7, 2026	5 days	4250.00 \$	UAE , Dubai
Dec. 28, 2026	Jan. 1, 2027	5 days	5950.00 \$	USA , Texas
April 6, 2026	April 10, 2026	5 days	4250.00 \$	UAE , Abu Dhabi

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