

# € TRAINING

Human Resources Policies and Procedures





# Human Resources Policies and Procedures

## Introduction:

This training program is designed to enhance participants' understanding of HR policies and procedures, ensuring they can apply best practices in managing the workforce. It focuses on developing practical skills to establish clear HR guidelines, improve compliance, and promote a fair and consistent work environment.

## Program Objectives:

At the end of this program, participants will be able to:

- Understand the fundamental components of HR policies and procedures.
- Develop and implement effective HR policies aligned with organizational goals.
- Ensure compliance with local labor laws and regulations.
- Promote a consistent and fair application of HR procedures.
- Enhance communication between HR and other departments.

## Targeted Audience:

- Experienced HR professionals.
- Mid-level HR managers and supervisors.
- Department heads involved in HR-related decisions.
- Professionals looking to advance their understanding of HR compliance and policy-making.

## Program Outline:

### Unit 1:

#### Understanding HR Policies and Procedures:

- Definition and Importance of HR Policies.
- Legal and Regulatory Framework.
- Key Elements of Effective HR Policies.
- Aligning HR Policies with Organizational Strategy.

- Policy Communication and Training.

## Unit 2:

### Developing HR Policies:

- Policy Development Process.
- Needs Assessment for Policy Creation.
- Importance of involvement of Stakeholders in Policy Development.
- Techniques for drafting Clear and Comprehensive Policies.
- Review and Approval of HR Policies.

## Unit 3:

### Implementing HR Procedures:

- Procedure Design and Workflow Mapping.
- Ensuring Compliance with Procedures.
- Importance of training Employees on HR Procedures.
- Monitoring and Auditing HR Procedures.
- Handling Non-Compliance and Disciplinary Actions.

## Unit 4:

### Managing Employee Relations through Policies:

- Policies on Workplace Conduct and Behavior.
- Employee Grievance Procedures.
- Conflict Resolution and Mediation.
- Managing Disciplinary Procedures.
- Policies on Diversity, Equity, and Inclusion.

## Unit 5:

### Continuous Improvement of HR Policies:



- Policy Review and Update Cycles.
- Gathering Feedback from Employees and Managers.
- Measuring the Effectiveness of HR Policies.
- Adapting Policies to Changing Legislation.
- Best Practices for Policy Documentation and Record Keeping.