HOW TO WRITE HR
Policies & Procedures

Course Introduction:

Writing HR policies and procedures is both an art and a science. In the past, HR departments have resorted to outsourcing this function to professionals who are specialized in this arena. This course will equip you with the knowledge and skills you need to complete this challenging task in-house. If you still decide to outsource this activity, you will benefit from this course by learning how to ensure the policies and procedures produced by the third party for your organization are written in the right manner.

Course Objectives:

By the end of the course, participants will be able to:

- List all HR functions and responsibilities and identify their contributions to organizational success
- Explain the difference between policies, processes and procedures
- Apply appropriate HR policies and procedures writing techniques
- Describe the purpose/usefulness of Human Resources policies and procedures
- Develop Human Resources policies and procedures

Who Should Attend?

Professionals working in Human Resources planning or Human Resources administration who are directly responsible for developing HR policies and procedures. This course is also suitable for Human Resources managers who wish to sharpen their skills in writing HR Policies and Procedures.

Course Outline:

Human Resources Management

- Towards a modern definition
- The main functions in HR management
- Competency-based HR management
- HR deliverables: a model for multiple roles
- HR as business partner
- HR competencies: moving from traditional HR to strategic HR

The Strategic Role of Human Resources

- The evolution of HR into a strategic function
- Steps to building the strategic role of human resources
- Policies and procedures as the cornerstone in strategizing human resources

Basic Writing Tips

- Writing in an impersonal style
- Organizing paragraphs and sentences
- Using simple, specific and positive language
- Using active verbs
- Applying easy and effective grammatical rules
- The gunning fox index for writing complexity

Human Resources Policies and Procedures

- What are they and why have them
- Policies versus procedures
- Why are HR policies and procedures required?
- Expressing values in HR policies and procedures
- Importance of statutory inclusions
- Formulating HR policies and procedures
- A partial list of policies
- Contents and sections of a policy
- Practical policy writing activities

Development of Human Resources Procedures

- Defining processes and procedures
- Differences between processes and procedures
- Considerations in developing processes and procedures
- Building your process
- Use of flowchart symbols
- Writing detailed procedures to support process maps
- Main considerations in developing HR procedures
  - The development process
- Developing HR procedures – practical application

Human Resources Management Systems (HRMS)

- Introduction and briefing
- Relating HRMS to policies and procedures
- The various applications
- Oracle
- Sap
- Other options

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionaires
- Group Work

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session