BLACKBIRD FOR TRAINING

Writing Policies & Procedure for HR & Organizations

8 – 12 March 2027
Accra (Ghana)



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Introduction

In an increasingly competitive employment environment, attracting and retaining high performers has become critical. Managing employee relations and communications is essential and forms part of your overall HR strategy. This course will guide you in developing and implementing HR policies and procedures P&Ps within your organization. You will learn how to ensure your employment contracts and HR manuals align with your business needs, while attracting, retaining, engaging, and motivating employees. It will cover the fundamentals of HR policy development from strategy alignment to policy identification and implementation.

Course Objectives

Upon completing this course, you will be able to:

- Understand Organizational Culture: Ensure policies are used as a strategic alignment tool, rather than a policing mechanism.
- Analyze your Organization's HR Policy: Conduct an in-depth review of your organization's current HR policies.
- Benchmark Policies: Compare your policies with current best practices and the latest trends in the industry.
- Improve Employee Engagement: Enhance trust and fairness in the employer-employee relationship.
- Develop, Implement, and Revise HR Policies and Procedures: Design HR policies that meet your organization's needs and goals.



Course Outlines

Day 1: Policy Development

- Fundamentals of Policy Development: Learn the key principles and processes for developing effective policies.
- Developing a Content Outline for a Policy Manual: How to structure your policy manual for clarity and ease of use.
- Stakeholder Involvement: Learn how to engage key stakeholders in the policy development process.
- Sensitive Critical Policy Areas: Address sensitive policy areas that may impact employees and the organization.
- Recent Policy Developments: Keep up-to-date with the latest trends and changes in policy development.
- Identifying Organizational Needs: Learn how to assess and identify your organization's unique policy requirements.

Day 2: HR Policy Development

- Terms and Conditions of Employment T&Cs: Writing clear and comprehensive employment terms and conditions.
- General HR Policies and Procedures P&Ps: Learn to create policies covering various HR functions, including hiring, performance management, and benefits.
- Designing HR Policies to Support Larger HR Strategies: Aligning HR policies with the broader organizational goals.
- Handling Sensitive HR Policy Areas: Understanding the complexities of areas like disciplinary actions, employee relations, and benefits.
- The Psychological Contract: How the relationship between employer and employee has evolved.
- Creating a User-Friendly HR Manual: Design policies and procedures that are easily understood and accessible to employees.

Day 3: Policy Implementation

- Ensuring Buy-In from Line Managers: Learn how to effectively communicate policies and ensure that managers are on board.
- Effective Policy Communication: Techniques for clearly communicating policies to all employees.
- Confidentiality and Controlling Access: Understand how to safeguard sensitive information and control access to HR policies.



Day 4: Policy Evaluation and Amendments

- Policy Evaluation: Learn how to evaluate the effectiveness of policies.
- Gathering Feedback: Learn how to collect feedback from employees and stakeholders to improve policies.
- HR Policy Audit: Conducting an audit to assess policy compliance and effectiveness.
- Policy Changes and Amendments: Learn how to make updates to policies as needed to keep them relevant.
- Reviewing the HR Manual: How to continuously improve and update the HR manual to reflect organizational changes.

Day 5: Special Cases

- Policy Evaluation: Evaluating the effectiveness of policies in specific situations.
- Policies for Strategic Initiatives: Creating policies to support special strategic goals.
- Policies for International Assignments: Develop policies that address the needs of employees on international assignments.
- Achieving Work-Life Balance: Learn how to develop policies that promote a healthy work-life balance for employees.

Why Attend This Course: Wins & Losses!

This course is essential for HR professionals responsible for writing policies and procedures or improving their organization's HR strategies. Here's why attending this course is a valuable opportunity:

- Develop Effective HR Policies: Learn how to develop policies and procedures that align with your organization's needs and enhance operational efficiency.
- Ensure HR Compliance: Ensure that your policies adhere to the latest laws and regulations, helping you stay compliant.
- Improve Communication: Master the art of communicating policies effectively across all levels of the organization.
- Best Practices in HR Policy Development: Learn best practices in policy writing, creating policies that are both effective and easily understood.
- Build Trust and Transparency: Improve the employer-employee relationship by creating fair and transparent policies.

Conclusion

The Writing Policies & Procedures for HR and Organizations course is crucial for HR professionals who want to improve their organization's policy development processes. By attending this course, you will be equipped to develop and implement effective HR policies that drive business success, improve employee engagement, and ensure compliance. Join this course to master the art of writing policies and procedures for HR and enhance your skills in policy development.

