# Human Resources Policies and Procedures Training Course

28 March – 1 April 2027
Amman (Jordan)



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## Introduction

Human Resources Policies and Procedures form the backbone of effective workforce management in any organization. They provide the framework for fair employee relations, operational consistency, and legal compliance. Clear and well-developed HR policies help define employee rights and responsibilities, while precise procedures ensure consistent implementation across the organization.
This training course equips participants with the tools to design, implement, and update HR policies and procedures that align with organizational goals, support compliance, and enhance workplace culture. The course bridges strategic understanding with practical application, ensuring participants can create systems that deliver measurable impact.

## Course Objectives

By the end of this Human Resources Policies and Procedures Training Course, participants will be able to:

- Understand the fundamental principles of HR policies and procedures.
- Draft comprehensive policies covering legal, operational, and ethical aspects.
- Develop procedures that ensure consistent and practical application of policies.
- Align HR policies with organizational strategy and goals.
- Foster transparency, fairness, and accountability in workforce management.
- Create monitoring mechanisms for reviewing and updating policies regularly.
- Analyze real-life case studies to apply policies effectively in practical scenarios.

## Course Outlines

### Day 1: Fundamentals of HR Policies

- Definition and importance of HR policies and procedures.
- Linking HR policies to organizational strategy.
- Core elements of effective HR policies.
- Differentiating between policies, procedures, and internal regulations.
- Identifying gaps in existing policies.
- Workshop: Assessing HR policies in a sample organization.



## Day 2: Designing and Drafting Policies

- Steps to write clear and effective HR policies.
- Using international standards and benchmarks.
- Ensuring fairness, equity, and inclusiveness in policy design.
- Policies related to recruitment, promotion, and equal opportunity.
- Performance and disciplinary policies.
- Case study: Reviewing and improving existing policies.

## Day 3: Developing Procedures for Implementation

- Importance of procedures in executing HR policies.
- Elements of effective procedures: clarity, sequencing, and consistency.
- Examples: procedures for hiring, training, and performance evaluation.
- Creating templates and employee handbooks.
- Linking procedures with HR technology systems.
- Practical exercise: Drafting a performance review procedure.

## Day 4: Managing and Applying Policies

- The role of leadership in successful policy implementation.
- Internal communication strategies for policies.
- Addressing resistance and change management.
- Monitoring compliance and performance metrics.
- HR reports as monitoring tools.
- Workshop: Preparing an implementation plan for a new policy.

## Day 5: Reviewing and Improving Policies

- Standards for updating HR policies and procedures.
- Measuring the effectiveness of HR systems.
- Linking policy reviews with regulatory changes.
- Preparing reports on HR policy evaluation.
- Strategies for continuous improvement.
- Final evaluation and action plan development.



## Why Attend this Course: Wins & Losses!

- Gain comprehensive knowledge of Human Resources Policies and Procedures.
- Learn how to draft clear and practical policies.
- Develop structured procedures to support efficient HR operations.
- Enhance transparency and fairness in workforce management.
- Build a positive and consistent workplace culture.
- Strengthen compliance with labor laws and organizational standards.
- Improve employee satisfaction and productivity.
- Contribute to long-term organizational success and sustainability.

## Conclusion

The Human Resources Policies and Procedures Training Course provides professionals with the knowledge and practical skills to build robust HR systems that balance fairness, compliance, and efficiency. Policies are more than written documents—they serve as guiding principles for workplace behavior, while procedures ensure those principles are consistently applied.

**Through this course, participants will gain the expertise to create, implement, and refine HR policies that drive organizational success, minimize risks, and foster a transparent and productive workplace. By mastering these tools, organizations can achieve a stronger alignment between strategic objectives and daily operations.**

