

## Writing Policies & Procedure for HR & Organizations

*Barcelona (Spain)*

*28 July - 1 August 2025*

UK Traininig

# PARTNER



## Writing Policies & Procedure for HR & Organizations

Code: HR28 From: 28 July - 1 August 2025 City: Barcelona (Spain) Fees: 4400 Pound

### 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

A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

UK Training  
**PARTNER**

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.

A graphic of a chessboard with several chess pieces, including a king, queen, and pawns, arranged on it. The board is white and black, and the pieces are gold and silver.

UK Training  
**PARTNER**

- 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.

A graphic of a chessboard with several chess pieces. A large gold king piece is prominent in the foreground, with a silver pawn and a silver knight behind it. The board has a checkered pattern, and there are concentric circles in the background.

UK Training  
**PARTNER**



## Blackbird Training Cities

### Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)  
(Switzerland)



Paris (France)



Athens (Greece)



Barcelona (Spain)



Munich (Germany)



Geneva



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich



Manchester (UK)



Milan (Italy)



## Blackbird Training Cities

### USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

### ASIA



Baku (Azerbaijan)  
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Melbourne (Australia)  
Korea



Phuket (Thailand)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Seoul (South)



Pulau Ujong (Singapore)



Irbid (Jordan)



Jakarta (Indonesia)



Amman (Jordan)



Beirut

UK Training  
**PARTNER**



## Blackbird Training Cities

### AFRICA



Kigali (Rwanda)



Cape Town ( South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



## Blackbird Training Clients

 <p><b>MANNAI CORPORATION</b> MANNAI Trading Company WLL, Qatar</p>	 <p><b>GAC</b> UNE FILIALE D'EGA Alumina Corporation Guinea</p>	 <p><b>Booking.com</b> Booking.com Netherlands</p>	 <p><b>OXFAM</b> Oxfam GB International Organization, Yemen</p>	 <p><b>Capital Markets Authority</b> Kuwait</p>
 <p><b>Waltersmith</b> Waltersmith Petroman Oil Limited Nigeria</p>	 <p><b>QNB</b> Qatar National Bank (QNB), Qatar</p>	 <p><b>Qatar Foundation</b> Qatar</p>	 <p><b>AFRICAN UNION ADVISORY BOARD ON CORRUPTION</b> Tanzania</p>	 <p><b>KFAS</b> Kuwait Foundation for the Advancement of Sciences KFAS Kuwait</p>
 <p><b>Reserve Bank of Malawi</b> Malawi</p>	 <p><b>Central Bank of Nigeria</b> Nigeria</p>	 <p><b>Ministry of Interior Kingdom of Saudi Arabia</b> Ministry of Interior, KSA</p>	 <p><b>Mabruk Oil Company</b> Libya</p>	 <p><b>Saudi Electricity Company</b> KSA</p>
 <p><b>BPKH</b> Badan Pengelola Keuangan Haji BADAN PENGELOLA KEUANGAN Haji, Indonesia</p>	 <p><b>NATO Italy</b></p>	 <p><b>ENI</b> ENI CORPORATE UNIVERSITY, Italy</p>	 <p><b>GULF BANK</b> Gulf Bank Kuwait</p>	 <p><b>General Organization for Social Insurance</b> KSA</p>
 <p><b>Defence Space Administration</b> Nigeria</p>	 <p><b>National Industries Group (Holding)</b> Kuwait</p>	 <p><b>Hamad Medical Corporation</b> Qatar</p>	 <p><b>USAID</b> Pakistan</p>	 <p><b>STC</b> STC Solutions, KSA</p>
 <p><b>North Oil Company</b> North Oil company,</p>	 <p><b>EKO Electricity</b></p>	 <p><b>OMAN BROADBAND</b> Oman Broadband</p>	 <p><b>UNITED NATIONS</b> UN.</p>	 <p><b>Authority for Electricity Regulation, Oman</b> Authority for</p>

UK Training  
**PARTNER**



## Blackbird Training Categories

### Management & Admin

Entertainment & Leisure  
Professional Skills  
Finance, Accounting, Budgeting  
Media & Public Relations  
Project Management  
Human Resources  
Audit & Quality Assurance  
Marketing, Sales, Customer Service  
Secretary & Admin  
Supply Chain & Logistics  
Management & Leadership  
Agile and Elevation

### Technical Courses

Artificial Intelligence (AI)  
Hospital Management  
Public Sector  
Special Workshops  
Oil & Gas Engineering  
Telecom Engineering  
IT & IT Engineering  
Health & Safety  
Law and Contract Management  
Customs & Safety  
Aviation  
C-Suite Training



 International House 185 Tower Bridge  
Road London SE1 2UF United Kingdom

 +44 7401 1773 35  
+44 7480 775526

 Sales@blackbird-training.com

 www.blackbird-training.com

UK Training  
**PARTNER**

