

Writing Policies & Procedure for HR & Organizations

Cape Town (South Africa)

24 - 28 August 2026

UK Traininig

PARTNER



Writing Policies & Procedure for HR & Organizations

Code: HR28 From: 24 - 28 August 2026 City: Cape Town (South Africa) Fees: 3300 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

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. A large gold king piece is in the foreground, with a silver pawn and a gold pawn behind it. The text 'UK Training PARTNER' is overlaid on the board.

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 king, a queen, and a pawn) on it, set against a background of concentric circles.

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)



Salzburg (Austria)



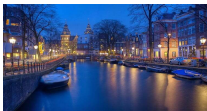
Florence (Italy)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Athens (Greece)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



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)
(Kuwait)



Phuket (Thailand)



Shanghai (China)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City



Seoul (South Korea)



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

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

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

