Writing Policies & Procedure for HR & Organizations

Accra (Ghana)

10 - 14 March 2025

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Writing Policies & Procedure for HR & Organizations

Introduction

In an increasingly competitive employment environment, when you want to attract and retain high performers, managing your employee relations and communications are increasingly critical and form part of your overall HR strategy.

This course will guide you to develop and implement HR P&Ps in your organization. You will ensure that your employment contracts and HR manuals meet your business needs, whilst attracting, retaining, engaging, and motivating employees. It will cover the fundamentals of HR policy development from strategy alignment through to policy identification and implementation.

Course Objectives of Writing Policies & Procedure for HR and Organizations

- Understand organization culture and ensure that policies are used as a strategic alignment tool - not a policing mechanism.
- Carry out an in-depth analysis of their organization's HR policy
- Benchmark their policies against current best practices and the latest thinking.
- Improve employee engagement whilst developing trust and fairness for both parties in the employer-employee relationship.
- Develop, implement, and revise HR policies and procedures.

Writing Policies & Procedure for HR and Organizations Course Outlines

Day 1

Policy Development

- Fundamentals of policy development
- Developing a content outline for a policy manual
- Stakeholder involvement
- Sensitive critical policy areas
- Recent policy developments
- Identifying organizational needs

Day 2

HR Policy Development

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- Terms and Conditions of employment T&Cs
- General HR policies and procedures P&Ps
- Designing HR policies and procedures to support wider HR strategies
- Dealing with sensitive areas of HR policy
- How the relationship between employer and employee the psychological contract has changed
- Developing a supporting user-friendly HR manual

Day 3

Policy Implementation

- How to ensure line managers buy-in through good communication
- Policy communication
- Confidentiality and controlling access

Day 4

Policy Evaluation and Amendments

- Policy evaluation
- Gathering feedback
- Designing and implementing HR Policy Audit
- Policy changes and amendment
- Reviewing the HR manual

Day 5

Special cases

- Policy evaluation
- Policies for specific strategic initiatives
- Policies and procedures for international assignments
- Achieving work-life balance

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