

Human Resources Policies and Procedures Training Course

Cairo (Egypt)

16 - 20 August 2026

UK Training

PARTNER



Human Resources Policies and Procedures Training Course

Code: HR28 From: 16 - 20 August 2026 City: Cairo (Egypt) Fees: 3300 Pound

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.

The logo for UK Training Partner, featuring the text 'UK Training' in a smaller font above the word 'PARTNER' in a large, bold, black font. The background of the logo is a stylized chessboard with several chess pieces (a king, a queen, and a pawn) in gold and silver.

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.

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

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)



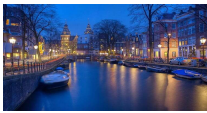
Florence (Italy)



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)



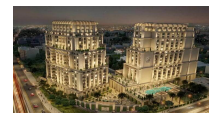
Pulau Ujong (Singapore)



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 KFS 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	 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 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

