



HM105: Developing HR Policy Manuals

Training Description:

HR policies and management systems provide fundamental rules, regulations, and guidelines for practices and behavior of the people in the organization. They must ensure fair treatment and equality for all in the organization, guide the management and supervisors, and clearly explain expectations that are required from the employees. HR policies reflect organizational culture and climate. They ensure compliance with the relevant national employment legislation. HR policies should not only be a source of regulating employees but should also identify and address their concerns, issues, grievances, and needs.

This course has been designed to enable practitioners of human resource management to develop human resource policies and management system procedures that are both viable and practical. Participants will be equipped with skills, tools, and techniques to develop policies that can be easily understood, interpreted and implemented, thereby making the task of monitoring compliance simple and smooth.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Understand the basics of developing effective HR policies manual
- ✓ Develop HR procedures which are consistent with the strategic plan of the organization
- ✓ Play their part actively in achieving organizational performance by ensuring effective compliance with HR procedures
- ✓ Develop skills and expertise to produce clear and coherent policy documents
- ✓ Evaluate and monitor the effectiveness of their policy

Training Designed for:

The course is intended for Recruitment and workforce planning managers and specialists, HR professionals and strategy analysts with at least three year' experience in workforce planning, general HR management and business partners. This course is also useful to corporate planning managers who want to make sure their strategies are implemented successfully.

Training Program:

DAY ONE:

- ❖ Introduction
- ❖ HR Management Policies
 - What is a policy?
 - What constitutes an effective HR policy?
 - Are there legal implications to each policy? – THERE ARE!
 - The difference between the **HR Policies & Procedures Manual** and the **Employee Handbook**

DAY TWO:

- ❖ How to Write Each HR Policy (Practical)
 - Compile relevant information relating to the policy
 - Articulate the policy statement
 - Determine the content and terms and conditions
 - Check against related labour laws and their restrictions

- Write the policy (*Participants will actually draft several customised HR policies for immediate use in the Company*)

DAY THREE:

❖ Develop the HR Policies and Procedures Manual – Practical

- Write the Pre-amble
- Assemble the content
- Check for connectivity of the various policies
- Include the protection clauses
- Write the over-riding clause

DAY FOUR:

❖ Developing the Employee Handbook– Practical

- Extract from the HR Policies and Procedures Manual
- Write the document (*Participants will actually begin to draft the Handbook for use in the Company*)

DAY FIVE:

❖ The Consequences of a Bad HR Policy to The Company and Employees – *Sharing and Cases*

- Morale issues
- Legal implications

❖ Pitfalls to Avoid – *Advice and Sharing*

❖ Course Conclusion

❖ POST-ASSESSMENT and EVALUATION

Training Requirement:

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request”.

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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