

DEVELOPING HR POLICY MANUALS

“Creating Clear, Compliant, and Practical HR Policies that Align with Organizational Culture and Legal Standards”

Schedule

Date	Venue	Fees
26 - 27 Feb 2026	Kuala Lumpur, Malaysia	USD 1995 per delegate
04 - 05 Mar 2026	Doha, Qatar	USD 1995 per delegate

Introduction

Well-structured HR policies and employee handbooks are vital tools for ensuring consistent, compliant, and transparent people practices. They provide clarity on expectations, guide decision-making, and reduce legal risk. However, many organizations struggle to maintain HR manuals that are current, culturally aligned, and legally sound.

This 2-day course equips HR professionals and business leaders with the skills to develop, review, and update effective HR policy manuals. Participants will learn how to create policies that are not only legally compliant but also practical, user-friendly, and reflective of organizational values and culture.

Objectives

By the end of this course, participants will be able to:

- Understand the structure and function of effective HR policy manuals
- Draft and review policies aligned with current labor laws and best practices
- Ensure policies reflect organizational culture, values, and diversity goals
- Communicate and implement policies with clarity and consistency
- Establish a review process to keep HR manuals updated and relevant

Why Attend

- Learn a structured approach to writing or updating HR policies
- Reduce legal risks by ensuring policies are clear, consistent, and compliant
- Improve transparency and accountability across HR processes
- Align HR documentation with strategic and cultural goals
- Gain templates, tools, and examples for immediate application

Target Audience

This program is designed for:

- HR and administrative professionals responsible for policy creation
- HR managers and generalists
- Legal and compliance officers
- Business unit heads involved in internal governance
- HR consultants and organizational development professionals

Individual Benefits

Key competencies that will be developed include:

- Policy structuring and legal review techniques
- Writing clear, inclusive, and enforceable HR language
- Understanding cultural and operational nuances in policy development
- Practical skills in documentation, formatting, and version control
- Ability to collaborate with legal, compliance, and leadership teams

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Consistent HR practices supported by clear documentation
- Greater legal and regulatory compliance
- Enhanced onboarding, communication, and dispute resolution processes
- Increased trust and understanding between employees and management
- A dynamic and up-to-date HR manual that supports business continuity

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - HR policy structures, legal considerations, and audit readiness
- Case Studies - HR documentation issues and policy disputes
- Workshops - Drafting, reviewing, and updating real policy sections
- Peer Exchange - Sharing HR governance practices and challenges
- Tools - Policy writing templates, legal checklists, review calendars

Course Outline

DETAILED 2-DAY COURSE OUTLINE

Training Hours: 07:30 AM – 03:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Policy Framework and Drafting Essentials

- Module 1: Foundations of HR Policy Development (07:30 – 09:30) • Why HR manuals matter—risk, clarity, and culture • Types of policies and structuring a manual • Legal vs. operational policies
- Module 2: Writing Policies with Clarity and Purpose (09:45 – 11:15) • Components of a well-written policy • Common HR topics: leave, attendance, conduct, grievance • Inclusive and bias-free language
- Module 3: Compliance and Legal Alignment (11:30 – 01:00) • Regional labor law overview and common compliance issues • Addressing privacy, harassment, and disciplinary procedures • Getting policies reviewed by legal teams
- Module 4: Workshop – Drafting a Core Policy (02:00 – 03:30) • Teams draft a sample leave, conduct, or grievance policy

Day 2: Implementation, Communication, and Maintenance

- Module 1: Policy Implementation and Communication (07:30 – 09:30) • Launching new or revised policies • Training managers and communicating with employees • Avoiding misinterpretation and noncompliance
- Module 2: Reviewing and Updating Policies (09:45 – 11:15) • Setting a review calendar and triggers for updates • Version control and document tracking • Integrating feedback from staff and legal
- Module 3: Digital Access and Manual Design (11:30 – 01:00) • Manual formats: printed, digital, intranet-based • Making policies searchable and user-friendly • Accessibility and multilingual formats
- Module 4: Final Workshop – HR Manual Mapping and Gap Review (02:00 – 03:30) • Participants assess their current manual or build a table of contents for a new one

Certification

Participants will receive a Certificate of Completion in Developing HR Policy Manuals, validating their ability to create, review, and manage HR documentation aligned with legal, cultural, and organizational needs.

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