MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

CERTIFICATE IN HR POLICIES & PROCEDURES

"Master the design, implementation, and management of HR policies and procedures to ensure compliance, consistency, and organizational efficiency."

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

Introduction

The **Certificate in HR Policies & Procedures** equips HR professionals, managers, and organizational leaders with the knowledge and skills to develop, implement, and manage HR policies that support business goals and ensure legal compliance. The course focuses on creating standardized HR procedures that govern recruitment, performance management, employee relations, compensation, and other key HR functions. Participants will learn practical techniques to develop clear policies, communicate them effectively, and enforce them consistently, enhancing HR governance and organizational effectiveness.

Objectives

- Understand the importance and principles of HR policies and procedures.
- Develop comprehensive and compliant HR policies aligned with organizational strategy.
- Implement standardized procedures for key HR functions.
- Ensure HR policies meet legal, regulatory, and organizational requirements.
- Communicate and enforce policies effectively across the organization.
- Evaluate and update policies and procedures to reflect changes in laws and business needs.

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Why Attend

- Gain practical knowledge to create and implement HR policies and procedures.
- Ensure organizational compliance with labor laws and regulatory requirements.
- Improve consistency, transparency, and accountability in HR operations.
- Enhance HR governance and support strategic business objectives.

Target Audience

- HR professionals responsible for policy formulation and implementation.
- HR managers, supervisors, and team leaders.
- Organizational leaders involved in HR governance and compliance.
- HR consultants seeking expertise in HR policy development and management.

Individual Benefits

- Develop the ability to design and implement clear, effective HR policies.
- Learn to standardize procedures across HR functions for consistency and compliance.
- Gain practical skills to communicate policies effectively to employees.
- Improve understanding of legal and regulatory requirements in HR operations.

Organizational Benefits

- Ensure compliance with labor laws and internal regulations.
- Standardize HR operations and reduce operational risks.
- Improve employee understanding, engagement, and adherence to policies.
- Strengthen HR governance and organizational accountability.

Instructional Methodology

- Interactive lectures on HR policy principles and best practices.
- Case studies analyzing real-world HR policy scenarios.
- Workshops to develop, review, and update HR policies and procedures.
- Group exercises for policy communication and enforcement strategies.
- Practical exercises on auditing and improving HR procedures.

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Course Outline

1. **Introduction to HR Policies & Procedures**
   - Definition, importance, and objectives of HR policies.
   - Principles of effective policy design.
2. **Policy Development Process**
   - Identifying organizational needs and legal requirements.
   - Drafting clear, concise, and enforceable policies.
3. **Key HR Policies and Procedures**
   - Recruitment and selection.
   - Performance management and appraisals.
   - Compensation, benefits, and payroll.
   - Employee relations and disciplinary actions.
   - Leave management and attendance policies.
4. **Policy Implementation and Communication**
   - Strategies to effectively communicate policies to employees.
   - Training and orientation for policy adherence.
5. **Monitoring, Evaluation, and Updates**
   - Regular auditing of policies and procedures.
   - Updating policies to align with legal changes and business objectives.
6. **Case Studies and Practical Exercises**
   - Reviewing existing policies for compliance and effectiveness.
   - Developing sample policies and procedures for HR functions.

Certification

Participants will receive the **Certificate in HR Policies & Procedures** upon successful completion, validating their expertise in designing, implementing, and managing HR policies and procedures professionally.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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