

WRITING HR POLICIES AND PROCEDURES

“Develop Clear, Compliant, and Consistent HR Policies That Strengthen Organizational Governance and Employee Engagement”

Schedule

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

► **Available delivery methods:** In-House Training

Introduction

HR policies and procedures form the backbone of an organization’s people management system. They provide structure, ensure compliance with labor laws, promote fairness, and guide both managers and employees in making consistent decisions. Poorly written or outdated policies can lead to confusion, legal exposure, and inconsistent practices across departments.

Writing HR Policies and Procedures is a comprehensive, hands-on course designed to equip HR professionals with the skills to draft, review, and implement effective HR policies that align with organizational objectives, legal requirements, and best practices.

Through practical exercises and real-world case examples, participants will learn how to develop clear, user-friendly, and well-structured policy documents that communicate expectations, protect the organization, and support a positive workplace culture.

Objectives

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

- Understand the strategic role and purpose of HR policies and procedures.
- Identify key policy areas aligned with employment laws and organizational values.
- Draft HR policies using clear, concise, and consistent language.
- Structure and format policy documents for clarity and usability.
- Ensure compliance with local labor laws and international HR standards.
- Develop implementation and communication plans for new or revised policies.
- Establish review mechanisms for ongoing policy improvement.

Why Attend

Well-crafted HR policies safeguard both the organization and its employees by providing clarity, reducing ambiguity, and ensuring consistency in people management.

This course provides participants with the tools, templates, and best practices to design and maintain an effective HR policy framework. You will gain the confidence to write policies that are not only compliant but also reflect your organization's culture, values, and operational realities.

Target Audience

This course is ideal for:

- HR Managers and Officers
- HR Policy and Compliance Specialists
- Employee Relations and Industrial Relations Professionals
- HR Business Partners and Advisors
- Department Heads responsible for HR documentation
- Anyone involved in creating, updating, or communicating HR policies

Individual Benefits

- Gain the ability to write clear, consistent, and legally compliant HR policies.
- Understand how to communicate policies effectively across the organization.
- Strengthen your analytical, writing, and policy-reviewing skills.
- Improve your confidence in managing HR governance and compliance.
- Contribute to building a fair, transparent, and professional workplace culture.

Organizational Benefits

- Strengthen HR governance and compliance with legal standards.
- Promote consistency and fairness in people management practices.
- Enhance communication and trust between employees and management.
- Reduce legal risks through well-documented and updated policies.
- Ensure smooth implementation of HR and operational strategies.
- Create a policy framework that supports business agility and change management.

Instructional Methodology

This course applies a practical, hands-on approach through:

- Interactive discussions and real-world policy case studies
- Guided writing sessions and group exercises
- Step-by-step instruction on structuring HR policy documents
- Peer review and instructor feedback on sample policies
- Templates and checklists for policy creation and revision
- Q&A and best practice sharing sessions

Course Outline

- Module 1: The Role and Importance of HR Policies and Procedures
- Module 2: Identifying Key HR Policy Areas (Employment, Conduct, Compensation, etc.)
- Module 3: Legal and Regulatory Compliance in HR Policy Writing
- Module 4: Policy Writing Principles — Clarity, Consistency, and Tone
- Module 5: Structuring HR Policy Documents for Accessibility
- Module 6: Writing and Reviewing HR Procedures and Workflows
- Module 7: Communicating and Implementing HR Policies Organization-Wide
- Module 8: Maintaining, Updating, and Auditing HR Policies
- Module 9: Common Policy Pitfalls and How to Avoid Them
- Module 10: Workshop: Drafting and Reviewing a Complete HR Policy

Certification

Upon successful completion, participants will receive a Certificate in Writing HR Policies and Procedures, acknowledging their ability to develop and maintain effective HR governance frameworks that enhance compliance, communication, and organizational culture.

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?

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