



London Elite Centre



Writing Policies & Procedure for HR & Organizations

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Writing Policies & Procedure for HR & Organizations

Start date:2023-11-06

End date:2023-11-10

Location:Berlin

Price: \$5750

This program will certainly lead you to create and carry out HR P&P s in your company. You will certainly make certain that your employment contracts and HR manuals meet your company's demands, whilst drawing in, maintaining, engaging, as well as motivating staff members. It will cover the basics of human resources policy growth from approach placement to plan recognition and application.

Program Purposes of Creating Plans & Treatment for HR as well as Organizations

- Understand organization society as well as ensure that policies are used as a calculated alignment tool-- not a policing system.
- Accomplish an extensive analysis of the company's HR policy
- Benchmark their policies against the current finest methods and the current reasoning.
- Boost worker interaction whilst establishing count on and also justness for both parties in the employer-employee partnership.
- Develop, execute, and modify human resources plans as well as procedures.

Day 1

Policy Development

- Fundamentals of policy development
- Developing a content outline for a policy manual
- Stakeholder involvement
- Sensitive critical policy areas
- Recent policy developments
- Identifying organizational needs

Day 2

HR Policy Development

- Terms and Conditions of employment (T&Cs)
- General HR policies and procedures (P&Ps)
- Designing HR policies and procedures to support wider HR strategies



- Dealing with sensitive areas of HR policy
- How the relationship between employer and employee (the psychological contract) has changed
- Developing a supporting user-friendly HR manual

Day 3

Policy Implementation

- How to ensure line managers buy-in through good communication
- Policy communication
- Confidentiality and controlling access

Day 4

Policy Evaluation and Amendments

- Policy evaluation
- Gathering feedback
- Designing and implementing HR Policy Audit
- Policy changes and amendment
- Reviewing the HR manual

Day 5

Special cases

- Policy evaluation
- Policies for specific strategic initiatives
- Policies and procedures for international assignments
- Achieving work-life balance