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HUMAN RESOURCES AND TRAINING | HRT-060

# Writing HR Policies and Procedures

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# Course content

## Why Attend

Why Attend Clear and well-written HR policies and procedures are essential for ensuring consistency, compliance, fairness, and efficient people management. Strong documentation helps organizations reduce risk, guide employee behavior, support managers, and improve HR service delivery. This course provides participants with practical tools to write effective HR policies, develop usable procedures, simplify language, and align documentation with digital HR systems.

Course Methodology This course uses an interactive and practical approach through presentations, writing workshops, case studies, group discussions, document reviews, practical exercises, and real workplace examples.

## Course Objectives

- Understand the purpose and value of HR policies and procedures
- Differentiate between policies, procedures, and processes
- Develop compliant and practical HR policy documents
- Write clear procedures that support operational consistency
- Improve writing style, clarity, and professional language
- Use templates and formats effectively
- Align policies with HRMS and automation systems
- Establish review and update processes for HR documents

## Target Audience

- HR Professionals
- HR Managers
- HR Operations Staff
- Policy Writers



# Course content

## Target Audience

- Compliance Officers
- Administrative Managers
- Anyone responsible for HR documentation and governance

## Target Competencies

- Policy Writing
- Procedure Development
- HR Compliance
- Business Writing
- Process Documentation
- HR Governance
- Change Management
- Attention to Detail

## Course outline

### Day 1: Foundations of HR Policies and Procedures

- Purpose and importance of HR policies and procedures
- Characteristics of effective HR documentation
- Differences between policies, procedures, and processes
- Links between policy frameworks and daily operations
- Employment law, labor regulations, and compliance considerations
- Examples of effective HR documentation in practice

### Day 2: Developing HR Policies



# Course content

## Course outline

- Step-by-step approach to creating HR policies
- Essential sections and structure of a policy document
- Identifying policy needs and priorities
- Using templates and standard formats effectively
- Key considerations when drafting HR policies
- Activity: Build a draft outline for a selected HR policy

### Day 3: Designing HR Procedures

- Creating standard operating procedures for HR activities
- Aligning procedures with approved policies
- Using flowcharts, diagrams, and tables for clarity
- Mapping employee and manager responsibilities
- Testing procedures for practicality and usability
- Activity: Draft procedures for a selected HR process

### Day 4: Writing Techniques for HR Documents

- Principles of objective and professional writing
- Structuring paragraphs, sentences, and content flow
- Using clear, positive, and specific language
- Simplifying complex wording and removing ambiguity
- Grammar essentials and active verb usage
- Activity: Edit and improve sample HR documents

### Day 5: HRMS Integration and Continuous Improvement

- Introduction to HR Management Systems (HRMS)



# Course content

## Course outline

- Linking policies and procedures with automated workflows
- Overview of platforms such as Oracle and SAP
- Best practices for implementation and communication
- Importance of regular reviews and version control
- Lessons learned and best practices for sustainable governance

# Seminar dates

## Available seminar dates

Live dates and pricing for Writing HR Policies and Procedures generated from the course details page.

Date	Location	Format	Fee
1 - 5 June 2026	Kuala Lumpur - Malaysia	Classroom	€2,250.-
8 - 12 June 2026	Amsterdam - Netherlands	Classroom	€4,250.-
15 - 19 June 2026	London - U.K	Classroom	€3,850.-
6 - 10 July 2026	Barcelona - Spain	Classroom	€4,250.-
20 - 24 July 2026	London - U.K	Classroom	€3,850.-
3 - 7 August 2026	Barcelona - Spain	Classroom	€4,250.-
10 - 14 August 2026	Istanbul - Turkey	Classroom	€3,850.-
7 - 11 September 2026	Frankfurt - Germany	Classroom	€3,250.-
14 - 18 September 2026	London - U.K	Classroom	€3,850.-
5 - 9 October 2026	Munich - Germany	Classroom	€4,250.-
12 - 16 October 2026	Amsterdam - Netherlands	Classroom	€4,200.-
9 - 13 November 2026	London - U.K	Classroom	€4,250.-
16 - 20 November 2026	Istanbul - Turkey	Classroom	€3,850.-
7 - 11 December 2026	Kuala Lumpur - Malaysia	Classroom	€2,250.-
14 - 18 December 2026	Amsterdam - Netherlands	Classroom	€4,200.-
21 - 25 December 2026	London - U.K	Classroom	€4,250.-