informatech



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
7 - 11 December 2026	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
14 - 18 December 2026	Amsterdam - Netherlands	Classroom	**€3,360.-**
21 - 25 December 2026	London - U.K	Classroom	**€3,400.-**
4 - 8 January 2027	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
1 - 5 February 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
1 - 5 March 2027	Geneva - Switzerland	Classroom	**€4,200.-**
5 - 9 April 2027	Barcelona - Spain	Classroom	**€3,080.-**
3 - 7 May 2027	London - U.K	Classroom	**€3,360.-**
7 - 11 June 2027	Barcelona - Spain	Classroom	**€3,080.-**
5 - 9 July 2027	Istanbul - Turkey	Classroom	**€2,280.-**
2 - 6 August 2027	Frankfurt - Germany	Classroom	**€2,600.-**
6 - 10 September 2027	London - U.K	Classroom	**€3,360.-**
4 - 8 October 2027	Munich - Germany	Classroom	**€3,400.-**
1 - 5 November 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
6 - 10 December 2027	London - U.K	Classroom	**€3,360.-**

Live online option	Online delivery is available at €1,850.-.