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HR POLICIES & PROCEDURES

Start Date:	13/07/2026	**End Date:**	17/07/2026
Categories:	Human Resources	**Venues:**	London
Formats:	In Person	**Instructors:**	

OVERVIEW

This course provides participants with the knowledge and skills to design, implement, and manage HR policies and procedures that align with legal requirements, organizational culture, and strategic objectives. It focuses on creating clear, compliant, and operationally effective frameworks that guide employee behavior, support management decisions, and protect the organization from legal and operational risks.

OBJECTIVES

By the end of this course, participants will be able to: – Understand the purpose, structure, and development process of HR policies and procedures. – Draft clear, compliant, and practical HR policies that align with labor laws and organizational needs. – Implement procedures that operationalize HR policies effectively across departments. – Communicate and train staff on HR policies to ensure understanding and adherence. – Monitor, update, and audit HR policies to maintain relevance, compliance, and effectiveness.

COURSE OUTLINE

1- The Role of HR Policies and Procedures in Organizational Governance 2- Structuring and Writing Effective HR Policies and Employee Handbooks 3- Ensuring Legal Compliance and Alignment with Labor Laws 4- Communicating, Training, and Implementing Policies Across the Organization 5- Auditing, Updating, and Managing Policy Changes

TARGET AUDIENCE

All Supervisory Levels, HR Managers, HR Officers, Compliance Officers, Employee Relations Specialists, Policy Writers, Legal Advisors, and anyone involved in developing, implementing, or managing HR policies and procedures.

METHODOLOGY

The course combines theoretical instruction with hands-on policy drafting workshops, real-world case study reviews, interactive discussions on policy implementation challenges, and group exercises simulating policy review and update processes.

CONCLUSION

Upon completing the course, participants will have the ability to create clear, compliant, and operationally effective HR policies and procedures, ensuring consistent management practices, minimizing legal risks, and supporting organizational success.

DAILY AGENDA

Day 1: Foundations of HR Policies and Procedures

Understand the role of HR policies, their relationship to corporate governance, and the risks of poor policy management.

Day 2: Developing and Drafting Effective HR Policies

Learn best practices for writing HR policies, defining procedures, and structuring employee handbooks for clarity and compliance.

Day 3: Ensuring Legal Compliance and Risk Mitigation

Align HR policies with labor laws, anti-discrimination standards, health and safety regulations, and other relevant legal frameworks.

Day 4: Communicating and Implementing HR Policies

Develop communication strategies, training sessions, and enforcement practices to ensure widespread understanding and adoption.

Day 5: Monitoring, Auditing, and Updating HR Policies

Conduct regular policy audits, manage updates in response to legislative changes, and promote continuous improvement in policy frameworks.

For more information, please contact us:
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