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# HR POLICIES AND PROCEDURES WRITING

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| **Start Date:** | 12/10/2026 | **End Date:** | 16/10/2026 |
| **Categories:** | Human Resources | **Venues:** | Hamburg |
| **Formats:** | In Person | **Instructors:** | |

## OVERVIEW

Every employee relations decision rests on the strength of the underlying policy. This program teaches participants to draft clear, enforceable HR policies and procedures that hold up in practice and to manage them through review and rollout. The focus is on writing for clarity and compliance: policies that employees can understand, that managers can apply consistently, and that align with labour law.

## OBJECTIVES

By the end of this course, participants will be able to: – Identify the policies an organization needs and why – Structure a policy document clearly and logically – Write policy language that is precise and enforceable – Align policies with labour law requirements – Draft core HR policies across key areas – Communicate and roll out policy effectively – Review and update existing policies for consistency

## COURSE OUTLINE

1- The Role of HR Policy 2- Policy Versus Procedure 3- The Policy Framework and Ownership 4- Anatomy of a Policy Document 5- Writing Clear and Enforceable Language 6- Aligning Policy with Labour Law 7- Drafting Core HR Policies 8- Common Policy Gaps and Risks 9- Communicating and Rolling Out Policy 10- Version Control and Governance 11- Reviewing and Updating Policies 12- Workshop: Drafting and Review

## TARGET AUDIENCE

HR practitioners and employee relations staff responsible for developing or maintaining HR policies.

## METHODOLOGY

Delivery is workshop-based. Participants analyze sample policies, rewrite weak clauses, draft policies across key areas, and complete a full policy with peer and instructor review.

## CONCLUSION

Participants leave able to produce policies that are clear, compliant, and enforceable, giving their HR decisions a solid foundation.

## DAILY AGENDA

### Day 1: The Role and Structure of HR Policy

Introduces the purpose of HR policy, the distinction between policy and procedure, and the framework of ownership and governance that underpins a coherent policy suite.

### Day 2: Writing Clear and Legally Aligned Policy Language

Covers the anatomy of a well-structured policy document, writing precise and enforceable language, and aligning policy content with labour law requirements.

### Day 3: Drafting Core HR Policies

Hands-on drafting of core HR policies across key functional areas, with identification of common policy gaps and the risks they create.

### Day 4: Rollout, Governance and Version Control

Examines how to communicate and roll out new or revised policies effectively, and how to maintain version control, governance, and regular policy review.

### Day 5: Policy Review Workshop

Full drafting and peer review workshop: participants produce and refine a complete policy document receiving structured instructor and group feedback.

*For more information, please contact us:*
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