XCELERATE TRAINING INSTITUTE
your learning & development partner

HUMAN RESOURCES MANAGEMENT (HRM)

HR Policies and Procedures Training Course

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
18 – 22 ????? 2027	Live online	Online (live)	€1?200
26 – 30 ????? 2027	Live online	Online (live)	€1?200
23 – 27 ????? 2027	Berlin	Classroom	€3?600

Register or ask a question

Online: x8ti.com/course/hr-policies-and-procedures-training-course-2/

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HR Policies and Procedures Training Course

Introduction

Introduction

Any organization needs certain guidelines to run smoothly. Guidelines are the morals, ethics, protocols, and procedures to follow to achieve the goals of the organization. These guidelines are called the HR Policies and Procedures.

Every organization must consider all the small and big aspects of running a business and for that, they must have a specialist team of management and people from different departments in the organization.

How does HR Policies and Procedures benefit an organization? HR Policies and Procedures simply provide the guidelines on how what can and what cannot be done in an organization.

It defines and formulates the performance engagement and productivity of employees. It plays a major role in decision making. These policies are not the government enforced laws/ regulations however, its foundation touch the laws.

This Xcelerate training course will empower you to create HR Policies and Procedures. Policies are defined as the goals, morals, objectives, benefits, disciplines, and compliance at the workplace. Whereas Procedures is defined as the way things must take place; the protocol to follow to perform a task or activity.

Learning Objectives

- Define Policies and Procedures
- Differentiate between Policies and Procedures
- Explain the importance of Policies and Procedures
- Build and understand the SOP (Standard Operating Procedures)
- Define the roles and responsibilities of employees in various departments
- Abide to the Code of Conduct, the acceptable behavior standards
- Justify how the Policies and Procedures help employees safeguard their self-respect
- Give equal opportunities to all the employees
- Manage employees in different departments by best serving their individual goals and aspirations
- Help align personal goals to organizational goals for mutual win-win, preventing despair
- Learn to bridge the communication gap between the management and the employees
- Re-frame policies to match the current needs of workforce per-emptively
- Create a conducive environment for employee happiness
- Set examples by rewarding the right behaviors to reinforce concurrence

Training Methodology

Xcelerate training institute has designed this training program on the Certificate in HR Policies and

Procedures Course for individuals in Human Resources Function and Leadership role in any organization.

This workshop is a very interactive session as participants from all cultures contribute in this training program by sharing their own office experiences and challenges. Bespoke modules can be designed for organization-specific learning requirements. Group discussions, case studies, and role-plays will be used to create an engagement.

Benefits for Your Organization

- The organization would have better communication between the employees and the management
- Policies would help and make the workplace more transparent and easier to work, streamlining people and culture
- Enable setting brand name in the market
- Enable better and more business opportunities with quality work and results that lead to customer satisfaction
- Better policies would attract efficient and competent employees to the organization
- Be able to provide clear and specific flexibility to deal with the changing business environment and needs
- Have a consistent and fair approach towards all the employees
- Have set protocol for any and every activity or task to be performed
- Guidelines would help the employees reduce personal bias, favoritism, and discrimination
- Be able to make quick and appropriate decision to adhere to the guidelines
- The organization would have a consistent and equal treatment for all the employees
- Be able to save time and energy spent towards analyzing and solving the problems
- A proactive strategic approach would prevent firefighting and breakdowns

Benefits for You

- Be able to treat all the employees equally and fair
- Learn and understand the guidelines set for the employees, supervisors, and managers
- Know all the policies and comply with all the laws and regulations of the organization
- Policies and procedures will help employees to have real-time expectations from the organization
- Have a better understanding of the guidelines and would be able to make appropriate decisions in unanticipated circumstances
- Have clarity on what action must take place in a situation under what policy
- Be well informed of consequences towards each action
- Set policies and the Procedures would help the employees to work rapidly and confidently
- Have a better understanding of corporate culture and values
- Know your rights leading to empowerment

Target Audience

Leaders and Managers, HR personnel, Line Managers, Policymakers, OD Consultants, Independent consultants, Individuals, Corporate professionals managing people in the business

Course Outline

Introduction of Policies and Procedures

- What is Policy and its Procedures?
- Difference between Policies and Procedures
- Benefits of Policies and Procedures
- Importance of Policies and Procedures

Types of Policies

- Recruiting and hiring Policies
- Code of Conduct and Sexual Harassment Policies
- Safety and Health Administration Policies
- Disciplinary and Termination Policies
- Drug and Alcohol Policy
- Leave Policy
- Privacy Policy (etc.)

Identifying areas where HR Policies are required

- Compensation and Benefits
- Employee Relations
- Health and Safety
- Training and Development
- Maternity, Parental and Adoption Leaves
- Privacy (Data, etc.)
- Performance Management
- Code of Conduct
- Discrimination and Harassment
- Recruitment

Effectively making the HR Policies

- Targeting the values and morals of the organization
- Making specific and clear HR policies
- HR Policies should be within government approved framework
- Consider the global regulations in case of presence across the globe
- Making employee-oriented policies
- Clearly define policies for permanent and contract employees

Developing Policies

- Identify the need for new policies
- Identifying the gaps that affect the decisions in a department
- Ensuring the organization follows the law
- Anticipating the achievements of the policies
- Anticipate impediments and ways to address them

- Policies should be easy to implement
- Consulting the senior management

Developing Procedures

- Defining and understanding the processes and aligning procedures
- Building the process
- Making SOP’s (Standard Operating Procedures)
- Using Flowcharts and other tools/ formats
- Developing effective and detailed procedures
- Considering all the aspects of the process

Drafting the Policy

- Language should be simple and positive
- Avoiding Jargon's
- Policies should be flexible and unbiased
- Specify whom does the policy apply to/ who is excluded
- Policies should communicate the purpose
- Share the references for the policies
- Must have the date the policies come into effect
- Updated dates in case of amends made

Reviewing the Policies

- Taking feedback from the people involved in the process of making the Policies and procedures
- Testing the policies on a group of employees and managers before implementing at an organizational level
- Analyze if the policies achieve the desired goals

Evaluating the regulatory impact of policies

- Involve a qualified legal professional for feedback
- Review and study the likes of your organization to prevent any gaps/ flaws
- Keep abreast with changing laws and implications that might impact your policies and employees in the long run
- Facilitate audits to assess the relevance of policies in the changing environment
- Keep employees informed about any amends/updates to prevent distrust

FAQ’s, Case studies and discussions

- Get answers to all your questions around formulating and changing policies
- Team up with other participants to formulate policies
- Meet with a Guest Speaker who has expertise in policy making and clarify your doubts (*to be customized basis discussion and confirmation by client/ availability of guest speaker)
- Look at some of the ready policies drafted by organizations in similar industries
- Get templates/ samples of policies and procedures

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Registration Form

HR Policies and Procedures Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

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Payment

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Register online
Open the course page