

HR Policies and Procedures

Summary

HR practices should be documented in a policies and procedures manual as a reference for HR professionals. This workshop guides the participants in developing the manual of HR policies and procedures and the employee handbook.

Learning Objectives

By the end of this workshop, participants will be able to:

- Define the HR policies and procedures manual
- Differentiate among policy, process, procedure, and form
- List the typical table of contents of an HR Policies and Procedures Manual
- Distinguish between HR Policies and Procedures and Employee Handbook
- Draw a typical HR process and develop an HR policy and procedure document

Topics Covered

- 1. The Components of a Policies and Procedures Manual**
 - a. Policy
 - b. Process
 - c. Procedure
 - d. Form
- 2. The Employee Handbook**
 - a. Usage
 - b. Contents
 - c. Communication Channels
- 3. Drawing A Typical HR Process**
 - a. Workflow Conventions and Principles
 - b. Steps for Drawing A Workflow

Methodology

- Learning Concepts / Presentations
- Activities and Role Plays
- Educational Videos
- Individual and Team Exercises

Duration: 6 hours