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Training Course:
Policies and Procedures for Human Resources

3 - 7 March 2025
Milan (Italy)

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Policies and Procedures for Human Resources

Course Overview

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 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 do HR Policies and Procedures benefit an organization Policies and Procedures simply provide 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 deck decision-making policies that are not government-enforced laws/ regulations however, their foundation touches the laws.

This 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 are defined as the way things must take place; the protocol to follow to perform a task or activity.

Course Objectives:

By the end of the HR Policies and Procedures Course, the participants of this course will be able to:

- Define Policies and Procedures

- Differentiate between Policies and Procedures

- Explain the importance of Policies and Procedures

- Abide by the Code of Conduct, the acceptable behavior standards

- Build and understand the SOP Standard Operating Procedures

- Define the roles and responsibilities of employees in various departments

- 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 a mutual win-win, preventing despair

- Learn to bridge the communication gap between the management and the employees

- Reframe policies to match the current needs of another workforce pre-emptively

- Create a conducive environment for employee happiness

- Set examples by rewarding the right behaviors to reinforce concurrence

Personal Benefits

- 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 the consequences of each action

- Set policies and Procedures that would help the employees to work rapidly and confidently

- Have a better understanding of corporate culture and values

- Know your rights leading to empowerment

Who Should Attend?

- Leaders and Managers

- HR personnel

- Line Managers

- Policymakers

- OD Consultants

- Independent consultants

- Individuals

- corporate professionals managing people in the business

Course Outline

Day 1:

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.

Day 2:

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 the 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

Day 3

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 SOPs Standard Operating Procedures

- Using Flowcharts and other tools/ formats

- Developing effective and detailed procedures

- Considering all the aspects of the process

Day 4

Drafting the Policy

- Language should be simple and positive

- Avoiding Jargons

- Policies should be flexible and unbiased

- Specify to 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 them at an organizational level

- Analyze if the policies achieve the desired goals

Day 5

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

Registration form on the Training Course:
Policies and Procedures for Human Resources

Training Course code: HR234927 From: 3 - 7 March 2025 Venue: Milan (Italy) - Training Course Fees: 5250 ⬜ Euro

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