



*Training Course:  
Policies and Procedures Drafting*

*3 - 7 March 2025  
Singapore*

## Training Course: Policies and Procedures Drafting

Training Course code: PS235308 From: 3 - 7 March 2025 Venue: Singapore - Training Course Fees: 5950 € Euro

### Introduction:

Welcome to the Policies and Procedures Drafting Training Program, brought to you by Global Horizon Training Center. In today's dynamic business environment, well-crafted policies and procedures are essential for organizational success. This comprehensive training program will equip participants with the knowledge and skills needed to draft effective policies and procedures tailored to their specific industry and organizational needs.

### Objectives:

- Understand the importance of well-defined policies and procedures.
- Learn the fundamentals of policy and procedure drafting.
- Develop skills in creating clear, concise, and enforceable documents.
- Explore best practices for maintaining and updating policies and procedures.
- Apply the learned concepts through practical exercises and case studies.

### Target Audience:

This training program is designed for:

- Human Resources professionals
- Compliance officers
- Operations managers
- Business analysts
- Anyone involved in policy and procedure development within their organization

### Outlines:

Day 1: Foundations of Policies and Procedures Drafting

- Introduction to Policies and Procedures
- Importance of Clear Documentation

- Key Components of Policies and Procedures
- Legal and Regulatory Considerations

#### Day 2: Understanding Your Audience and Organizational Context

- Identifying Stakeholders
- Tailoring Policies to Organizational Culture
- Communicating Effectively through Documentation
- Case Studies and Group Discussions

#### Day 3: Drafting Techniques and Style Guidelines

- Writing Clear and Concise Policies
- Avoiding Ambiguity and Jargon
- Using a Consistent Format
- Practical Exercises in Drafting

#### Day 4: Review and Approval Process

- Establishing a Review Workflow
- Involving Stakeholders in the Review
- Addressing Feedback and Revisions
- Ensuring Legal Compliance

#### Day 5: Implementation and Maintenance

- Rollout Strategies for New Policies
- Training Staff on New Procedures
- Monitoring and Updating Policies
- Q&A Session and Final Assessment

## Registration form on the Training Course: Policies and Procedures Drafting

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
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