



*Training Course:
Policies and Procedures Drafting*

*17 - 21 February 2025
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Policies and Procedures Drafting

Training Course code: PS235308 From: 17 - 21 February 2025 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside 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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