



*Training Course:
HR Process and Development Excellence:
Policies, Procedures, and Best Practices*

*17 - 21 August 2026
Kuala Lumpur (Malaysia)*

Training Course: HR Process and Development Excellence: Policies, Procedures, and Best Practices

Training Course code: HR236529 From: 17 - 21 August 2026 Venue: Kuala Lumpur (Malaysia) - Training Course Fees: 5775 € Euro

Introduction

This program is designed to equip HR professionals, managers, and organizational leaders with advanced skills in developing, implementing, and managing HR policies and procedures. In today's rapidly evolving workplace, HR policies are essential to align employee behavior with organizational goals, ensure compliance with regulations, and foster a productive and inclusive culture.

Participants will gain practical knowledge and actionable tools to design policies that enhance employee engagement, clarify roles and responsibilities, and improve overall organizational efficiency. The program also emphasizes legal compliance, ethical standards, and the creation of a supportive work environment that maximizes workforce potential.

Objectives

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

- Define and differentiate HR policies and procedures.
- Understand the strategic importance of HR policies in organizational performance.
- Develop and implement employee-focused policies across various departments.
- Ensure compliance with labor laws, industry standards, and organizational ethics.
- Manage employee expectations, engagement, and performance through clear policies.
- Apply HR metrics and data to monitor effectiveness and inform decisions.
- Foster an inclusive, fair, and transparent workplace environment.

Target Audience

- HR personnel and managers
- Line managers and team leaders
- Organizational development consultants
- Policy makers
- Independent HR consultants

- Corporate professionals responsible for managing people and HR processes

Outlines

Day 1:

Introduction to HR Policies and Procedures

- Overview of HR Policies and Procedures
- Difference between Policies and Procedures
- Importance and Benefits of HR Policies
- Types of Policies Recruiting, Code of Conduct, Health & Safety, Leave, Privacy, etc.
- Case discussion: Effective and ineffective HR policies
- Activity: Analyze existing policies and identify improvement areas

Day 2:

Developing Employee-Centric Policies

- Identifying areas where HR policies are needed
- Policies for Compensation, Benefits, Training & Development, Performance Management
- Data privacy, parental leaves, recruitment, and employee relations
- Aligning policies with organizational values and legal frameworks
- Activity: Draft a sample HR policy for a specific department

Day 3:

Procedures and Implementation

- Understanding processes and standard operating procedures SOPs
- Aligning procedures with policies
- Flowcharts and documentation techniques
- Ensuring smooth adoption across departments
- Activity: Build an SOP for a recruitment or onboarding process

Day 4:

Policy Drafting, Communication, and Review

- Drafting policies: Clear, concise, unbiased language
- Communicating policies effectively to employees
- Feedback loops and testing policies on small employee groups
- Incorporating legal and regulatory reviews
- Activity: Present drafted policies for peer review and refinement

Day 5:

Evaluation, Monitoring, and Continuous Improvement

- Evaluating the impact of HR policies on organizational performance
- Regulatory compliance assessment
- Auditing and updating policies based on organizational changes
- Monitoring HR metrics and employee feedback
- Action plan: Develop a roadmap for continuous policy improvement

Registration form on the Training Course: HR Process and Development Excellence: Policies, Procedures, and Best Practices

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