



*Training Course:
Policies and Procedures for Human Resources*

*1 - 5 March 2027
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Policies and Procedures for Human Resources

Training Course code: HR234927 From: 1 - 5 March 2027 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

Introduction

Every successful organization operates on a clear set of **policies and procedures** that define acceptable behavior, guide decision-making, and ensure consistency across operations. These frameworks are essential for maintaining **organizational discipline, legal compliance, fairness, and productivity**.

This program, designed by **Global Horizon Training Center**, provides a structured and practical approach to developing, implementing, and reviewing HR policies and procedures. It bridges the gap between **organizational values, legal requirements, and operational practices**, enabling participants to build robust HR governance systems.

Participants will gain hands-on experience in drafting policies, designing SOPs, and ensuring alignment with **business objectives, workforce expectations, and regulatory frameworks**.

Program Objectives

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

- Define and differentiate between **HR policies and procedures**
- Understand the **strategic importance** of HR governance frameworks
- Develop and implement **effective HR policies aligned with organizational goals**
- Design **Standard Operating Procedures SOPs** for HR processes
- Ensure compliance with **legal, ethical, and regulatory standards**
- Promote fairness, transparency, and employee engagement
- Evaluate and continuously improve HR policies based on organizational needs

Target Audience

This program is ideal for:

- HR Managers and HR Professionals
- Line Managers and Department Heads
- Organizational Development OD Consultants
- Policy Makers and Compliance Officers
- Business Leaders managing teams
- Anyone involved in developing or implementing HR policies

Outline

Day 1: Foundations of HR Policies and Procedures

- Definition of policies and procedures
- Key differences between policies and procedures
- Importance and benefits of structured HR frameworks
- Types of HR policies:
 - Recruitment and hiring policies
 - Code of conduct and ethics
 - Health and safety policies
 - Disciplinary and termination policies
 - Leave and attendance policies
 - Privacy and data protection policies
- Role of HR policies in organizational governance

Day 2: Designing Effective HR Policies

- Identifying areas requiring HR policies
- Aligning policies with organizational values and culture
- Key HR policy domains:
 - Compensation and benefits
 - Employee relations
 - Performance management
 - Training and development
 - Diversity and inclusion
- Developing clear, specific, and employee-focused policies
- Ensuring compliance with local and international regulations
- Policies for different employment types permanent, contract, remote

Day 3: Developing Procedures & SOPs

- Identifying gaps and needs for new policies
- Linking policies to operational procedures
- Designing and developing Standard Operating Procedures SOPs
- Process mapping and workflow design
- Using tools such as flowcharts and templates
- Ensuring procedures are practical, clear, and implementable
- Engaging stakeholders in policy and procedure development

Day 4: Drafting & Reviewing Policies

- Writing policies in clear and simple language
- Avoiding ambiguity and unnecessary jargon
- Ensuring fairness, flexibility, and inclusivity
- Defining scope and applicability of policies
- Including references, effective dates, and version control
- Reviewing policies through stakeholder feedback
- Testing policies before full implementation
- Measuring policy effectiveness

Day 5: Compliance, Evaluation & Continuous Improvement

- Evaluating legal and regulatory implications of policies
- Collaborating with legal advisors for compliance validation
- Benchmarking policies against industry best practices
- Conducting HR policy audits
- Updating policies based on regulatory changes
- Communicating policy updates effectively to employees
- Building a culture of transparency and trust through policies

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

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

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Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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