COURSE BROCHURE

Developing HR Policies and Procedures

An applied course on structuring an HR policy and procedure manual, drafting it in plain language, and getting it approved and rolled out, with writing practice on the main employee life-cycle policies.

Code	HT-HR-115
Category	Human Resources & Talent
Duration	1 week
Level	Intermediate

Introduction

A vague policy is read differently in every department, so treatment varies and grievances and exceptions multiply. A clear, current manual protects both the organization and the employee and saves HR a great deal of time answering queries.

Objectives

- Distinguish policy, procedure and guideline and place each correctly in the manual
- Identify policy sources in labor regulations, strategy, the authority matrix and existing practice
- Draft clear policy provisions that are consistent in Arabic and English
- Document procedures with flowcharts, roles, forms and turnaround times
- Manage the approval, rollout and periodic review cycle for policies

Who should attend

- HR policy and organization development specialists
- HR and personnel affairs managers
- Governance, compliance and internal audit officers
- Managers of small and medium enterprises and non-profit organizations

Skills you will develop

- Plain-language policy drafting
- Procedure documentation and flowcharting
- Gap analysis of policy manuals
- Document version and approval control

Learning Outcomes

- Review an existing manual and identify missing, conflicting and ambiguous provisions
- Write a full policy on a standard template covering purpose, scope, definitions, provisions and responsibilities
- Map a working procedure with a flowchart, a RACI matrix and its supporting forms
- Prepare a rollout plan for a new policy covering communication, training and employee acknowledgment

Course Outline

Day 1: The Policy Framework and Manual Structure

- Policy, procedure, guideline and form: the differences, with examples of each
- Policy sources: applicable labor regulations, organizational strategy and values, and the authority matrix
- HR manual structure, document numbering and a gap analysis exercise on an existing manual

Day 2: Drafting Skills and Procedure Documentation

- The policy template: purpose, scope, definitions, provisions, responsibilities and exceptions
- Plain drafting: short sentences, binding verbs and consistent terms across the Arabic and English versions
- Documenting a procedure: flowchart, RACI matrix, forms and turnaround times

Day 3: Employment, Working Time and Compensation Policies

- Recruitment, appointment, probation, employment contracts and personnel files
- Working hours, attendance, leave, overtime and remote work
- Pay, allowances and benefits, performance management, promotion and training

Day 4: Conduct, Discipline and Separation Policies

- Code of conduct, conflict of interest, gifts, confidentiality and employee data protection
- Discipline and grievances: fair process, investigation, graduated sanctions and the right of appeal
- Prevention of harassment and discrimination, separation, clearance and end-of-service entitlements

Day 5: Approval, Rollout and Applied Workshop

- Consultation with departments, legal review, the approval path and version control
- Rollout: the employee handbook, briefing sessions, acknowledgment, compliance monitoring and periodic review
- Applied workshop in which each team drafts a policy with its working procedure and presents both for critique

Training methodology

Rewriting exercises on vague or conflicting policy provisions
Workshop mapping a working procedure with a flowchart and RACI matrix
Discussion of grievance and disciplinary cases that expose policy gaps
Cross-review between teams of the policies they drafted

Certification

Participants receive a Harbor Training Center certificate of attendance on completing the course.

Upcoming dates

City	Dates	Language	Fee
Dubai	11 – 15 January 2027	EN	EUR 4,500
London	18 – 22 January 2027	AR	EUR 5,700
Amsterdam	25 – 29 January 2027	EN	EUR 5,500
Online	1 – 5 February 2027	AR	EUR 1,800
Istanbul	5 – 9 July 2027	EN	EUR 4,800
Dubai	12 – 16 July 2027	AR	EUR 4,500
London	19 – 23 July 2027	EN	EUR 5,700
Amsterdam	26 – 30 July 2027	AR	EUR 5,500
Online	2 – 6 August 2027	EN	EUR 1,800

Fees are per participant.

Contact us

Email info@harbor4training.com

Address istanbul Turkey

To register and for details, scan the code or visit:

https://harbor4training.com/en/courses/hr-policies-procedures