MALAYSIA HR FORUM

DRAFTING

HR POLICIES & EMPLOYEE HANDBOOK

RM 2,600

REGISTERED TRAINING PROVIDER

HRDCORP CLAIMABLE

100% HRDC Claimable

MALAYSIA
HR FORUM

MODULE OVERVIEW

This comprehensive training program on drafting HR policies and creating an employee handbook is designed to equip participants with the knowledge and skills required to develop clear, comprehensive, and legally compliant HR policies and employee handbooks. Through a combination of interactive sessions, practical exercises, case studies, and group discussions, participants will gain the expertise to create documents that effectively communicate organizational expectations, rights, and responsibilities.

LEARNING OBJECTIVES

- Understand the importance of HR policies and an employee handbook in setting organizational expectations.
- Develop clear, concise, and legally compliant HR policies that align with organizational values.
- Create an employee handbook that provides employees with essential information about company policies, procedures, and benefits.
- Ensure consistency in policy language and formatting for easy comprehension.
- Address legal and regulatory considerations to mitigate risks associated with policy non-compliance.
- Enhance employee engagement and alignment by effectively communicating policies and procedures.

TARGETED PARTICIPANTS

- Human Resources Professionals: HR Managers, HR Specialists, and HR Generalists who are responsible for creating, updating, and maintaining HR policies and the employee handbook.
- Managers and Supervisors: Departmental managers and supervisors who may be involved in implementing and enforcing HR policies within their teams.
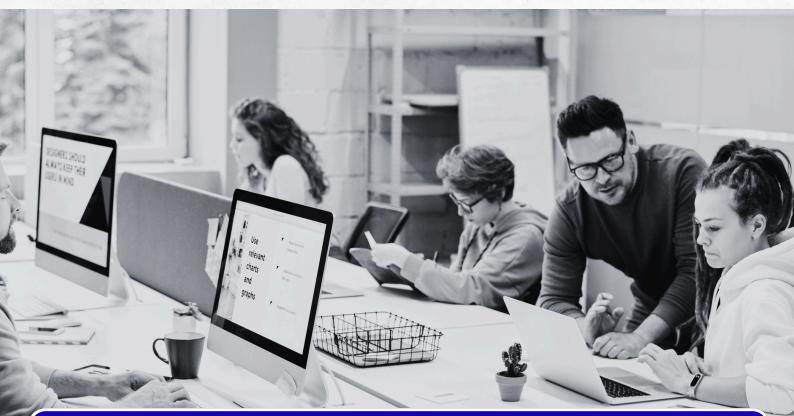
DURATION

- 2 Days

LEARNING OUTCOMES

- Understand the importance of HR policies and employee handbook
- Explain the significance of HR policies and an employee handbook in maintaining consistency, transparency, and legal compliance within an organization
- Draft clear and comprehensive HR Policies
- Develop well-written HR policies that clearly outline the organization's stance on various workplace matters
- Address legal and regulatory considerations
- Identify and incorporate legal and regulatory requirements into policy language and the employee handbook
- Demonstrate practical application
- Apply knowledge gained during the training to draft sample policies and sections of an employee handbook.

METHOD OF TRAINING

- Interactive Workshops and Presentations
- Case Studies and Real-Life Examples
- Group Discussions and Brainstorming
- Hands-On Exercises
- Group Presentations

CONTENTS DAY 1 | 9 AM - 5 PM

Module 1: Introduction to HR Policies and Employee Handbooks
- Importance of HR policies and an employee handbook in maintaining consistency and transparency.
- Overview of legal and regulatory requirements for creating HR policies.

Module 2: Identifying Key Policy Areas
- Exploring different categories of HR policies (e.g., code of conduct, anti-discrimination, leave policies, etc.).
- Prioritizing policies based on organizational needs and industry requirements.

Module 3: Drafting Effective HR Policies
- Best practices for drafting clear, concise, and easily understandable policies.
- Incorporating organizational values and culture into policy language.

Module 4: Legal and Compliance Considerations
- Ensuring policies adhere to labor laws, anti-discrimination regulations, and other legal standards.
- Addressing potential legal risks associated with the policy wording.

Module 5: Crafting the Employee Handbook
- Designing the structure and layout of an employee handbook.
- Integrating HR policies, procedures, and benefits information into the handbook

Module 6: Ensuring Clarity and Consistency
- Using consistent language, tone, and formatting across policies and the employee handbook.
- Utilizing visuals and examples to enhance comprehension.

CONTENTS DAY 2 | 9 AM - 5 PM

Module 7: Communication and Implementation Strategies
- Effectively communicating policy changes and updates to employees.
- Strategies for gaining employee buy-in and engagement.

Module 8: Practical Exercises and Case Studies
- Hands-on exercises to draft sample policies and sections of an employee handbook.
- Analyzing real-life examples of successful employee handbooks.

Module 9: Review and Legal Review Process
- Establishing a review process for HR policies and the employee handbook.
- Involving legal counsel in policy review to ensure compliance.

Module 10: Interactive Discussions and Q&A
- Open discussions on challenges faced and solutions to common policy drafting issues.
- Addressing participants' questions and concerns.

Module 11: Presentation and Feedback Session
- Participants present their drafted policies and sections of the employee handbook for peer review.
- Constructive feedback and suggestions for improvement.