

HR POLICIES & PROCEDURES

Training Duration

5 days

Training Venue and Dates

Ref. No. ML097	HR Policies & Procedures	5	08 - 12 December 2025	\$6,500	Amsterdam, Netherlands
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In any of the 4 or 5-Star hotels. The exact venue will be informed once finalized.

Training Fees

- \$6,500 per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Lunch.

Training Certificate

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

TRAINING OVERVIEW

COURSE DURATION

COURSE DESCRIPTION

This course provides a comprehensive overview of Human Resources (HR) policies and procedures, focusing on best practices for managing employees and organizational compliance. You will learn about key HR functions such as recruitment, performance management, compensation, benefits, training, and employee relations. The course also covers the legal and ethical framework that governs HR practices, ensuring that organizations create a positive work environment while adhering to labor laws and regulations.

By the end of the course, you will have a solid understanding of how HR policies and procedures can promote organizational success, reduce legal risks, and improve employee satisfaction and performance.

COURSE OBJECTIVES

Upon completion of this course, you will gain an understanding of the following important aspects of Planning

- **Understand HR Fundamentals:** Gain a clear understanding of the core functions of HR, including recruitment, onboarding, training, compensation, benefits, and performance management.
- **Learn Policy Development:** Learn how to create, implement, and communicate effective HR policies that align with organizational goals and ensure legal compliance.

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- **Ensure Legal Compliance:** Understand the key labor laws and regulations that impact HR practices and how to ensure that HR policies comply with these laws.
- **Promote Positive Work Culture:** Explore how HR policies can contribute to a positive workplace environment, support employee morale, and foster organizational loyalty.
- **Enhance Problem-Solving Skills:** Develop skills to handle common HR challenges, such as conflict resolution, employee disputes, and performance issues.
- **Manage Employee Relations:** Learn effective strategies for managing employee relations, maintaining clear communication, and resolving workplace conflicts.
- **Measure Policy Effectiveness:** Learn how to evaluate and assess the effectiveness of HR policies and procedures and make necessary adjustments for continuous improvement.

WHO SHOULD ATTEND?

- HR Professionals
- Managers and Supervisors
- Business Owners and Entrepreneurs
- Organizational Leaders
- Compliance Officers
- Talent Acquisition Specialists
- Employee Relations Specialists

TRAINING METHODOLOGY:

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions, and motivate everybody find the right answers. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course. Very useful Course Materials will be given.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work& Practical Exercises
- 20% Videos& General Discussions

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COURSE DAILY PROGRAM

Day 1: Introduction to HR Policies & Procedures

- Overview of HR Functions
- Importance of HR Policies in Organizational Success

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- Key Components of HR Policies
- Legal and Ethical Framework in HR

Day 2: Recruitment & Onboarding

- Creating Effective Recruitment Policies
- Interviewing and Selection Procedures
- Employee Onboarding Best Practices
- Ensuring Compliance in Recruitment

Day 3: Employee Performance Management

- Developing Performance Evaluation Policies
- Setting Goals and Key Performance Indicators (KPIs)
- Conducting Performance Reviews
- Addressing Performance Issues and Corrective Actions

Day 4: Compensation, Benefits & Employee Welfare

- Designing Fair Compensation Policies
- Benefits Administration: Health, Retirement, and Other Perks
- Understanding Compensation Laws and Regulations
- Employee Welfare Programs and Support

Day 5: Employee Relations, Conflict Resolution & Policy Evaluation

- Building Positive Employee Relations
- Conflict Resolution Strategies
- Handling Disciplinary Actions and Grievances
- Evaluating and Updating HR Policies for Continuous Improvement

NOTE:

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Pre & Post Tests will be conducted

Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.

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