

# HR Policies and Procedures

## Course Outline

1. Importance of Policies & Procedures (1 hour)
  - Why do we need Policies & Procedures
  - Importance of Policies & Procedures to maintain consistency
2. Essential HR Policies & Procedures (1 hour)
  - Classification of HR Policies & Procedures
  - Review the different HR Policies & Procedures
3. How to Write HR Policies & Procedures? (2 hours)
  - Guidelines to Write HR Policies & Procedures
  - Factors affecting writing HR Policies & Procedures
4. How to communicate HR Policies & Procedures? (1 hour)
  - Communication Management
  - Employee Handbook
  - Awareness Sessions
5. Practical: Create the following (1 hour)
  - A. HR policy for attendance
  - B. HR procedures for complaints

## Learning Objectives:

1. Define the Importance of HR Policies & Procedures in the Organizations
2. Identify the Common HR Policies & Procedures
3. Explain how to write HR Policies & Procedures

**Course Duration:** 1 Day from 9:00AM to 4:00PM

**Course Language:** English material/ bilingual lecture

**Registration Deadline:** One week before the course date

**Course Venue:** Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

## **Registration & Payment**

- Course fees include materials (Soft Copy), coffee break, and certificate.
- Payment by cheque in Top Business' name, cash to our address, Visa or bank transfer.
- Payment is due within 3 working days from course confirmation date. Your registration is confirmed only after payment.
- In case of cancellation 4 working days before the course starting date, 10% of the total amount is nonrefundable

## **For More Information**

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