

HR DOCUMENTATIONS AND SOP – DESIGN, DEVELOP AND EFFECTIVE IMPLEMENTATION



INTRODUCTION

Does the planning and drafting of Human Resource Letters, Forms, Templates and Standard Operating Procedures (SOP) take up an inordinate amount of your time?

Do you cringe each time your subordinates go on long leave or resign?

Having standard Human Resource Documentations and Standard Operating Procedures will clear all your worries and disruptions to your work flow.

This course is designed to provide useful tips to participants to effectively design or revise your Human Resource Documents, templates and Standard procedures to suit the needs of your respective organisations. Discover and avoid the elements that will turn your documents and practices into liabilities.

OBJECTIVES

- Identify and understand the proper use of language, words and terminology in drafting HR Documentations and Standard Operating Procedures
- Ensure your HR Documents and SOP are in line with the Employment Act and relevant legislations
- Ensure your HR Documents and SOP convey your management communications
- Ensure your HR Documents and SOP are persuasive and convincing, but assertive when necessary
- Ensure your Form, Templates and SOP are concise and uncomplicated
- Ensure your Forms and SOP support your HR policies & procedures, and the Organization's vision, mission and core values

WHO SHOULD ATTEND?

Human Resource Practitioner, Human Resources Managers/ Executives/Supervisors, Office Managers, Administration Managers, Administrators, General Affairs Managers/Executives/Officers, Personal Assistants and Confidential Secretaries



COURSE OUTLINE

- Introduction
- Pros and Cons of Standard HR Documents & Operation Procedures
- Human Resource Documentations & Templates

- Standard Operating Procedures
- Team Experiential Learning

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