

HUMAN RESOURCE POLICIES & EMPLOYEE HANDBOOK



INTRODUCTION

HR Policies are the organization's top management philosophy and general guidelines as to aims, objectives, responsibilities and accountabilities regarding the organization's prerogatives and its employees' entitlements and benefits at all levels.

The Employee Handbook on the other hand contains the specific terms and conditions of employment. This handbook forms the bulk of the employment contracts; the other part being the employment / appointment letter.

These two documents are fundamental to every organization even though the content and standards may vary widely according to differing needs and requirements.

OBJECTIVES

- Definition and limitation of HR Policies and Employee Handbook
- Identification of areas of responsibility for the HR Department
- Identification of job functions and establishing accountability and responsibility of employees carrying out HR functions
- Defining aims or purposes of functions and levels of responsibility and authority
- Identification of legal and market-standard benefits and entitlements for employees; and defining their aims and purposes
- Establishing administrative policies / procedures for availing of the benefits and entitlements; and establishing the 'paper' trail
- Developing the employee handbook
- Legal issues surrounding various policies

WHO SHOULD ATTEND?

- HR Managers
- Heads of HR Department
- Policy Decision Makers

COURSE OUTLINE

- Introduction
- Issues Relating to Policy on Employment
- Issues Relating to Policy on Training & Development

- Issues Relating to Policy on Performance Appraisals
- Issues Relating to Policy on Transfers
- Issues Relating to Policy on Promotions



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