



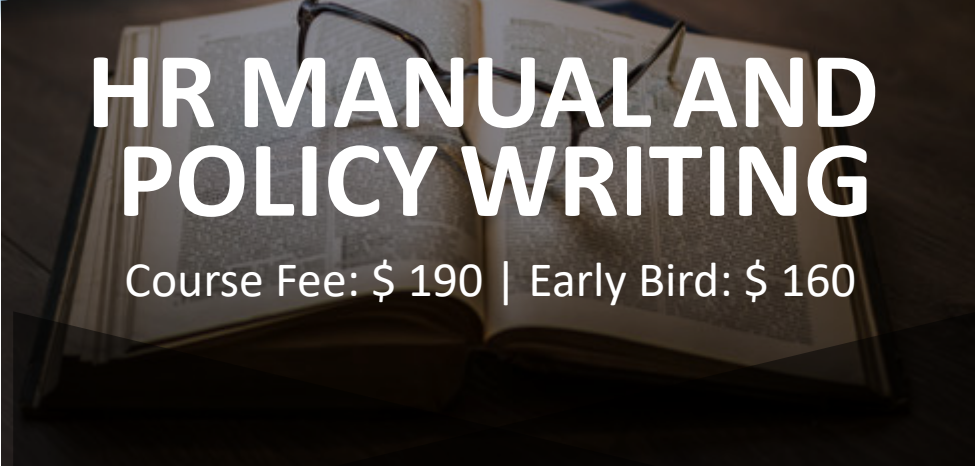
ABOUT EDI

Founded in 2007, Educational Development Institute (EDI) is a member of Westline Education Group (WEG) and is an educational organization providing professional training (Public Training, Executive Training, Corporation Customized Training, Consulting and Research).

OUR EDUCATION PARTNERS



OUR SERVICES



HR MANUAL AND POLICY WRITING

Course Fee: \$ 190 | Early Bird: \$ 160

INTRODUCTION

For organizations policies and procedures are an essential tool in the ability to guide and manage in a consistent, fair, equitable and defensible manner. Everyone then knows what is expected, how to get assistance or support and the consequences of non-compliance. This training program covers how to develop and implement HR policies along with how to create a policy manual/handbook.

COURSE STRUCTURE

The certificate course in Human Resources Manual and Policies Writing spent approximately 16 hours, OR is offered a 2-day period. The course is based on a practical, participatory, active learning approach, group discussions. An Action Guide for this course, by Mr. Si Len, a General Manager of Tang Bun Chheng – (“TBC”). Participants will receive a Certificate of Participation upon successful completion of the course. The maximum number of participants is 20.

HOW YOU WILL BENEFIT

- Upon the completion of this two-day training, participants are expected to :
- Discuss how to write HR Policy and Procedures
 - Make clear the differences between HR Policy, HR Procedure, and Human Resources Manual
 - Discuss how to write a Human Resources Manual
 - Point out pitfalls to avoid in writing a Human Resources Manual
 - Have a chance to develop or update your own HR Policies and Procedures Manual and HR Manual



Our Trainer

Mr. Si Len

Expert in Leadership,
Corporate Management and HR

“ Human resources are like natural resources, they're often buried deep. You have to go looking for them, they're not just lying around on the surface. You have to create the circumstances where they show themselves. - Ken Robinson ”

Mr. Si Len is an experienced almost 8 years of experiences in banking industry in Cambodia with extensive expertise in Bank – Finance Institution’s HR Management, Corporate Finance, S.M.E. – Corporate Account Management, Consultancy, and customized Training and Coaching for Local and Multi-national Institutions.management.

Academic Qualifications:

- Master in Management, Paññásāstra University of Cambodia – (“PUC”)
- Bachelor in Business Administration, National University of Management – (“NUM”)
- Certified Professional Trainer in Business Membership Organization (BMO) Management and Policy Advocacy, International Finance Corporation (IFC) and International Labour Organization (ILO)

Held Senior Executive Position in Local and Multi-national Institutions:

- General Manager of Tang Bun Chheng – (“TBC”)
- Chief Executive officer, ChokChey Finance Plc – (“CCF”)
- Chief Executive Officer, Maxima Mikroheranhvatho Plc – (“Maxima”)
- General Manager, Association of Banks in Cambodia – (“ABC”)
- Executive Director, Cambodia Microfinance Association – (“CMA”)
- Program & Training Manager, Cambodian Federation of Employers and Business Associations – (“CAMFEBA”)

COURSE OUTLINE

Module 1: Writing The HR Policy And Procedures Manual

LESSON 1: DEFINITIONS OF HR POLICY

- HR PROCEDURES, AND HR MANUAL
- Why do you need the Human Resource Policy and Procedures?
- Stages of HR Policy and Procedures
- Identify the need of HR Policy and Procedures
- Goal of the HR Policy and Procedures

LESSON 2: WRITING HR POLICY AND PROCEDURES MANUAL

- The Contents of HR Policy and Procedures
- The Format of HR Policy and Procedures
- Review of the HR Policy and Procedures
- Do’s and Don'ts Based on Cambodian Labor Law

Module 2: Writing The HR Manual

LESSON 1: WRITING POLICY SUMMARIES

- Distinction between HR Policy and Procedures, and HR Manual
- Why do you need a Human Resources Manual?
Interviewing the managers
- Thinking through the HR Policies and Procedures
- Statement for a Human Resources Manual
- How to write a Policy Summary

LESSON 2: USING YOUR HUMAN RESOURCES MANUAL

- Using your Human Resources Manual

WHO SHOULD ATTEND?

The course is designed for HR managers/officers, compensation and benefits executives/officers, all level of managers and who work related to managing human resources with employee compensation and benefits in order to manage their employee compensation and benefit more effectively within companies, NGOs and MFIs.

- ✓ Venue: EDI Training Room
- ✓ Time: 8:00am- 5:00pm
- ✓ Language: Khmer & English
- ✓ The Fee Includes: Refreshment, Materials and Certificate of Participation