

HR MANUAL AND POLICY WRITING



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 Objective

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

■ 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.

■ 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 for HR Policy and Procedures
- The 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, and all levels of managers who work related to managing human resources with employee compensation and benefits in order to manage their employee compensation and benefits more effectively within companies, NGOs, and MFIs.