

# Module 07

## HR Manual and Policy Writing

For every organization, **policies and procedures** are an essential tool in the ability to guide and manage employees 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.

### TOPICS INCLUDED :



#### 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

## Course Structure

This certificate course in Human Resources Manual and Policies Writing is offered in approximately **16 hours OR 2-days** period. The course is based on a participatory, active learning approach and group discussions. Participants will receive a Certificate of Participation upon successful completion of the course.



## 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.



## Learning Outcome

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 Fee

The most affordable course to acquire valuable knowledge and skills to unlock your HRM potential.



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### Full Course Fee

**825\$**

Normal Price

**725\$**

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### Per Module Fee

**195\$**

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**175\$**

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*Join us and equip yourself with the knowledge and skills needed to launch a career in Human Resources or boost your skills like communication, conflict resolution, and problem-solving, etc., as a HR professional. At EDI, we are committed to professional development and help you stay up-to-date on the latest trends and best practices.*

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