

Effective Drafting of HR Documents

Course Objective

HR practitioners are responsible for written communications affecting all engaged personnel in the organisation. These would include contracts, policies, procedures, forms, notices and letters. Of importance is the demand on them for clear, accurate, carefully worded HR communications that protect the organisation from misunderstandings and legal problems.

This one day applied knowledge workshop will help you craft your HR communications with new clarity and confidence. It will lead you step by step through the several stages of writing, from outline through to revisions. It is important for you to know the type of documents that HR is expected to draft and format – what should be the contents and how to write them.

Target Audience

Managers, executives and supervisors who need to understand the basic Singapore employment law.

Course Outline

- Need for effective HR writing skills
- What legally constitutes HR writing
- Keys to effective writing – style & tone
- Formatting documents – Contract of service, HR Forms

➤ FREE GUIDE TO 50 SAMPLES OF HR LETTERS/FORMS

- Samples include:
 - Letter of retrenchment
 - Letter of termination
 - Letter of dismissal
 - Letter of medically boarding out

Methodology

Mix of lectures, examples, case studies, discussions and exchange of cross-industry practices for wider understanding of different situational experiences.

Course Fees

Fees Type	Full Fees (inclusive 7% GST):
Member	\$267.50
Non-member	\$374.50

Trainer

Ms Linda Ang, Senior IR Consultant (IR Consulting Group). She has a BA from Victoria University in Wellington and an MA from Auckland University.

Please refer to SNEF website for available dates
Duration : 1 days, 9am to 5pm (7 hours)
Course Venue : SNEF Corporate Learning Centre
Register online at SNEF website www.snef.org.sg
Click on 'Training' and Course Category '**Human Resources/
Industrial Relations**'

Enquiries:

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