

# HR Policies and Procedures

## Course Objective

Provides a practical framework for Managers and Executives to develop and/or approve human resource (HR) policies and procedures as inputs for employee handbook, HR manual, employment documents. Address gaps in existing organisational policies and procedures in the context of today's employment scene e.g. the 2014 Singapore Personal Data Protection Act. Learn by going through the process of reviewing, deciding and crafting the text that would best communicate your organisation's employee relations philosophy and work system.

## Target Audience

Managers and Executives who need to develop and/or approve the Employee Handbook/Manual

## Course Outline

- Distinction between HR Policy and HR Procedure
- Distinction between Employee Handbook and HR Manual
- Topics to include or exclude, depending on your organisation's specifics
- Case Study of sample policies and procedures
- Legal Implications of chosen policies and how best to avoid or minimise misunderstanding
- Contentious and Evolving policy issues e.g. employee personal data protection, fair employment practices, diversity and inclusion, workplace sexual harassment, use of social media, etc.
- Craft relevant HR policies and/or procedures for your organisation's situation

## Methodology

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

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](http://www.snef.org.sg)**

Click on 'Training' and Course Category '**Human Resources/ Industrial Relations**'

## Course Fees

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

## Trainer

Ms Ang Poh Inn is Deputy Director, IR & HR Advisory Services, SNEF. She is a Certified Compensation Professional and Global Remuneration Professional with World@Work.

## Enquiries:

June Wong DID: 6827 6924 / Training hotline: 6827 6927

Email : [june\\_wong@snef.org.sg](mailto:june_wong@snef.org.sg)/ [trg@snef.org.sg](mailto:trg@snef.org.sg)