

HUMAN RESOURCES POLICIES AND PROCEDURES



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TRAINING CENTER



Introduction

Human Resources Policies and Procedures Training Course prepares HR professionals and managers to build clear, consistent, and legally sound workplace guidelines. This program covers how to draft, implement, and update HR policies that protect both employees and the organization. Participants explore essential topics such as employee handbooks, disciplinary procedures, leave management, and workplace conduct standards. Furthermore, the course addresses labor law alignment, policy communication strategies, and methods for ensuring consistent enforcement across departments. Through practical exercises and real-world examples, participants gain the confidence to design procedures that reduce disputes and support fair treatment. As a result, graduates return equipped to strengthen governance, minimize compliance risks, and create a more transparent workplace culture.

Human Resources Policies and Procedures Course Objectives

- Explain the purpose and structure of effective HR policies and procedures
- Draft clear, enforceable policy statements using standardized policy templates
- Apply labor law requirements when developing workplace guidelines
- Design a comprehensive employee handbook covering key HR areas
- Build disciplinary and grievance procedures that ensure fair treatment
- Develop leave, attendance, and code-of-conduct policies
- Create a policy approval and version-control workflow
- Communicate policy changes effectively across all organizational levels
- Monitor policy compliance using audits and tracking systems
- Update policies regularly to reflect legal and organizational changes



Course Methodology

- Interactive lectures supported by real HR policy case studies
- Group exercises on drafting and reviewing policy documents
- Role-play scenarios covering disciplinary and grievance handling
- Practical workshops using policy templates and handbook structures
- Self-assessment activities to review participants' current HR policies
- Continuous feedback and open discussion throughout each session

Who Should Take This Course

- HR officers, generalists, and policy administrators
- HR managers responsible for compliance and governance
- Line managers and supervisors enforcing workplace policies
- Legal and compliance professionals supporting HR functions
- Administration staff involved in employee documentation
- Business owners establishing HR frameworks for the first time

Human Resources Policies and Procedures Course Outlines

Day 1: Foundations of HR Policies and Procedures

- Purpose and scope of HR policies
- Difference between policies, procedures, and guidelines
- Legal framework for workplace policies
- Aligning policies with organizational culture

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- Policy lifecycle and governance structure
- Introduction to policy templates
- Common pitfalls in policy design

Day 2: Employee Handbook Development

- Structuring a comprehensive employee handbook
- Defining employment terms and conditions
- Writing codes of conduct and ethics
- Setting workplace safety and security guidelines
- Addressing equal opportunity and anti-discrimination policies
- Reviewing handbook distribution methods
- Updating handbooks for legal compliance

Day 3: Disciplinary and Grievance Procedures

- Designing progressive disciplinary frameworks
- Conducting fair investigation processes
- Documenting disciplinary actions properly
- Building an effective grievance-handling procedure
- Ensuring due process and confidentiality
- Managing appeals and escalation processes
- Aligning procedures with labor law

Day 4: Leave, Attendance, and Conduct Policies

- Structuring leave and absence policies
- Managing attendance tracking systems





- Setting remote and flexible work guidelines
- Developing anti-harassment and conduct policies
- Establishing social media and confidentiality policies
- Handling policy exceptions consistently
- Communicating policies to employees clearly

Day 5: Policy Implementation and Compliance Monitoring

- Rolling out new or revised policies
- Training managers on policy enforcement
- Using audits to track policy compliance
- Managing policy version control
- Measuring policy effectiveness
- Handling policy violations consistently
- Building a continuous policy review cycle

Conclusion

By successfully completing the Human Resources Policies and Procedures Training Course, participants will have acquired the practical knowledge to draft, implement, and monitor workplace policies with confidence. Furthermore, they will understand how to align procedures with labor law, manage disciplinary processes fairly, and communicate policy changes effectively. Gentex Training Center designed this course to give HR professionals and managers the applied skills needed to build clear, consistent, and legally sound workplace guidelines. As a result, participants leave ready to strengthen governance and reduce compliance risks within their organizations.



FAQs

Q1 What is the "Human Resources Policies and Procedures" course about?

This course covers how to draft, implement, and monitor HR policies, including employee handbooks, disciplinary procedures, and leave management. It gives participants practical tools to create clear, consistent, and legally sound workplace guidelines.

Q2 What are the key benefits of the "Human Resources Policies and Procedures" course?

Participants gain stronger policy-drafting skills, better disciplinary procedures, and improved compliance knowledge. As a result, they can reduce workplace disputes, ensure fair treatment, and build a more transparent organizational culture.

Q3 What skills will I gain from the "Human Resources Policies and Procedures" course?

Participants develop skills in policy drafting, employee handbook design, disciplinary procedure management, and compliance monitoring. These four core skills form the foundation for building effective HR governance frameworks.



Q4 What tools, methods, or standards are covered in the "Human Resources Policies and Procedures" course?

The course covers policy templates, employee handbook structures, progressive disciplinary frameworks, and compliance audit systems. These tools give participants practical methods for managing HR governance and documentation.

Q5 How is the "Human Resources Policies and Procedures" course applied in real-world practice?

Participants apply course concepts directly to workplace situations, such as drafting handbook sections, designing disciplinary procedures, and rolling out policy updates. This practical focus helps HR professionals implement improvements immediately after training.