



Developing HR Policy Manual



Leading the Modern
Quality Movement in Pakistan

Introduction

HR Policies and Procedures help HR Personnel and all Functional Heads involved in HR Planning to translate strategy into operating rules that lead organization to success. During the workshop, the participants will learn importance of writing HR Policies and Procedures and how to document those into a Comprehensive HR System Manual. The choice of appropriate policies and their organizational impact would be discussed.

The participants would also practice techniques learnt during the workshop on HR Policies and Procedures as a case study from respective organizations.

Objectives

- ❖ Understanding the purpose/usefulness of Human Resources (HR) policies and procedures and its processes
- ❖ Practical tips on preparing a Comprehensive HR Management Manual
- ❖ Objective recommendations on what subjects to include in a policy manual & topics to be avoided
- ❖ Writing and developing HR policies and procedures for clear Understanding and Interpretation
- ❖ Being familiar with the differences between policies and procedures

Who Should Participate?

1. HR Practitioners/HR Managers, HR Administrators, Supervisors, Executives, Administrative & Office Managers, Government Administrative Personnel
2. Anyone involved in HR planning and its implementation
3. Anyone who need to sharpen his knowledge and skills in writing HR policies and procedures and its implementation

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