HR POLICIES AND PROCEDURES

Develop, Review and Update HR manuals to Improve Organizational Performance

10th - 11th June 2024
11th - 12th September 2024

Kuala Lumpur (In Person) / Online Training

Course Objective

By the end of this intensive 2-day learning journey, you should be able to:

- **UNDERSTAND** the need for HR policies and procedures
- **MASTER** the HR policies and procedures that will fit your organisation
- **IMPROVE** employee branding and employee engagement
- **UNDERSTAND** how to develop effective channels of communication for HR policies & procedures
- **DEVELOP** an appropriate handbook for construction, review and update of policies
- **EXPLORE** HR policies and procedures for optimal business impact
- **RECOGNIZE** the importance of structured HR policies and procedures

Course Methodology

Client has the option to choose to participate either below method.

Online Training : *This course will be conducted via Zoom.*

Marriot Group Hotel: *This course will be conducted at the hotel with the trainer on site. Participants will need to bring their own laptop. Lunch/Dinner and 2 networking breaks will also be provided.*

Why You Should Attend?

This training will provide timely information and guidance to help participants in developing and maintaining their HR policies and procedures in their organisations. Participants will explore important tools to improve employee communications, engagement, relations, and motivation.

During this training, participants will have the opportunity to test various ideas and establish what works best within their individual organisations. Participants will also be provided with best practice examples and case studies of HR policy & procedure development.

Who Should Attend?

- HR Directors
- HR Business Partners
- HR Managers
- People Managers
- HR Executives
- Talent Managers
- Talent Analyst
- L&D Managers
- HR Consultants

Organized by:

FDB

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For more details, contact hello@fdb.sg

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