

How to Craft Your HR Handbook

Unlock the power of a strategic HR handbook!

This course provides the essential tools to design a comprehensive HR manual that supports organizational goals, empowers employees, and ensures compliance. Participants will learn to craft policies that align with business strategy, navigate legal considerations, and create a framework for long-term success. From drafting key policies to structuring the perfect HR handbook, you'll gain the skills to drive HR excellence and support a thriving workplace.

Why Need To Join This Programme?

- Elevate HR's role from administrative to strategic business partner.
- Align HR strategies and policies with the company's vision and goals.
- Draft and structure the key sections of an HR handbook.
- Address sensitive workplace issues, such as discipline and grievance procedures, within the handbook.
- Finalize and implement the HR handbook effectively in their organizations.

Date: 17 - 18 February 2025

Time: 9.00 a.m. - 5.00 p.m.

**Venue: Hotel Concorde,
Kuala Lumpur**

Early Bird: RM 1,700

Register before 3 February

Normal Fee: RM1,960

(Include SST)

Please collect your RM20 TNG eWallet
reload pin at registration desk.

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Day 1

Module 1: Introduction and Ice-Breaking

- Welcome and course objectives
- Overview of HR's evolving role in the organization

Module 2: HR as a Strategic Business Partner

- Elevating HR from an administrative function to a strategic role
- Aligning HR initiatives with business objectives
- The impact of strategic HR on organizational performance

Module 3: Developing and Implementing HR Strategies

- Core HR strategies: Talent management, succession planning, and employee engagement
- Empowering employees through strategic HR policies
- Building accountability into HR processes

Module 4: The HR Handbook as a Strategic Tool

- Importance of the HR handbook in executing HR strategies
- Aligning handbook policies with the company's vision and values
- Role of the handbook in driving organizational culture and employee engagement

Day 2

Module 1 : Key Elements of an Effective HR Handbook (Part 1)

- Core sections of the HR handbook: Recruitment, performance management, compensation, and benefits
- Legal and compliance considerations: Employment laws and workplace policies
- Structuring the handbook for clarity and consistency
- Handling sensitive issues: Discipline, grievance, and workplace behaviour
- Customizing the handbook to reflect organizational culture and strategic goals
- Balancing compliance with flexibility in policy development

Module 3 : Workshop: Drafting Your HR Handbook

- Participants draft key sections of their HR handbook
- Group work: Peer review and feedback on handbook drafts
- Best practices for customizing handbook content to suit specific organizational needs

Module 4 : Finalizing and Implementing the HR Handbook

- Final steps: Reviewing, formatting, and rolling out the handbook
- Effective communication strategies for handbook rollout
- Updating the handbook: Ensuring policies remain relevant and compliant

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Trainer's Profile

The Trainer is a seasoned corporate trainer, consultant, and writer with a robust foundation in human resources. Holding a degree in Jurisprudence from the University of Oxford and certified as an HRD Corp trainer, this Trainer brings over 25 years of invaluable expertise to the corporate arena. Throughout his distinguished career, he has played pivotal roles in diverse industries, including education, holding companies, financial institutions, media, FMCG, oil & gas, manufacturing, and ICT. His primary focus has consistently revolved around human resources, encompassing various strategic aspects such as training, leadership and talent development, process improvement, project management, and HR department leadership. The Trainer's hands-on experience extends beyond training, as he has held leadership positions within HR departments, excelling as an HR Business Partner, HR Generalist, Recruitment Manager, Head of Rewards for a global company, and Industrial Relations Manager. His multifaceted background uniquely positions him to deliver comprehensive and specialized HR-related training sessions.

Registration Details

PARTICIPANT DETAILS

Name:
Position:
Department:
Contact Number:
Email:

Name:
Position:
Department:
Contact Number:
Email:

ADMIN DETAILS

Name:
Position:
Department:
Company:
Contact Number:
Email:
Address:
Payment Method: <input type="checkbox"/> Direct Payment <input type="checkbox"/> Claim HRD

Notes:

- For cancellation less than 14 days before or non-arrival on the training day, no refund will be given. Substitution is allowed.
- Should the number of participants be too low to make the course a meaningful learning experience, Symphony reserves the right to postpone or cancel the training.
- HRDC grant application shall be applied and approved before the training day. Maximum claim from HRDC is RM1,750 per day. The balance, if any, is to be topped up by client.

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