



How to develop an HR Policy & Employee Handbook

1 ½ Days, 9am - 5pm

For whom: HR Managers & GMs of Companies & NGOs who are interested in Developing an Employee Handbook, containing key HR Policies and Rules and Regulations concerning Employment

Objectives: To help Participants understand and develop their own Employee Handbooks based on a good standard format. Course will also deal with effective HR policies that modern Companies could adopt.

Instructor: Mr. Peter Chow, Senior HR Consultant/Trainer
RVMS International, Singapore.

Course Contents:

- ★ Company Mission & Values
- ★ Purpose & Scope of an Employee handbook
- ★ HR Policies that Employees want to know
- ★ Employees Code of Conduct
- ★ Company Compensation System
- ★ Employee Benefits & Entitlement
- ★ Training & Development
- ★ Company Rules & Regulations
- ★ Grievance Handling Procedure
- ★ Disciplinary Inquiry Procedure
- ★ Administrative procedures – standard forms for use
- ★ Group discussion and practical Exercises in writing HR Policies
- ★ A model “Employee Handbook” will be given to each Participant (Participants could adapt for individual Organization use)