



HUMAN RESOURCES AND TRAINING

Writing HR Policies and Procedures

Course code: HRT-060

SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

Clear and well-written HR policies and procedures are essential for ensuring consistency, compliance, fairness, and efficient people management. Strong documentation helps organizations reduce risk, guide employee behavior, support managers, and improve HR service delivery. This course provides participants with practical tools to write effective HR policies, develop usable procedures, simplify language, and align documentation with digital HR systems.

Why Attend

This course uses an interactive and practical approach through presentations, writing workshops, case studies, group discussions, document reviews, practical exercises, and real workplace examples.

Who Should Attend

HR Professionals
HR Managers
HR Operations Staff
Policy Writers
Compliance Officers
Administrative Managers
Anyone responsible for HR documentation and

— Learning Objectives

- Understand the purpose and value of HR policies and procedures
- Differentiate between policies, procedures, and processes
- Develop compliant and practical HR policy documents
- Write clear procedures that support operational consistency
- Improve writing style, clarity, and professional language
- Use templates and formats effectively
- Align policies with HRMS and automation systems
- Establish review and update processes for HR documents

— Course Outline

DAY
1

Foundations of HR Policies and Procedures

- Purpose and importance of HR policies and procedures
- Characteristics of effective HR documentation
- Differences between policies, procedures, and processes
- Links between policy frameworks and daily operations
- Employment law, labor regulations, and compliance considerations
- Examples of effective HR documentation in practice

DAY
2

Developing HR Policies

- Step-by-step approach to creating HR policies
- Essential sections and structure of a policy document
- Identifying policy needs and priorities
- Using templates and standard formats effectively
- Key considerations when drafting HR policies
- Activity: Build a draft outline for a selected HR policy

DAY
3

Designing HR Procedures

- Creating standard operating procedures for HR activities
- Aligning procedures with approved policies
- Using flowcharts, diagrams, and tables for clarity
- Mapping employee and manager responsibilities
- Testing procedures for practicality and usability
- Activity: Draft procedures for a selected HR process

DAY
4

Writing Techniques for HR Documents

- Principles of objective and professional writing
- Structuring paragraphs, sentences, and content flow
- Using clear, positive, and specific language
- Simplifying complex wording and removing ambiguity
- Grammar essentials and active verb usage
- Activity: Edit and improve sample HR documents

DAY

5

HRMS Integration and Continuous Improvement

- Introduction to HR Management Systems (HRMS)
- Linking policies and procedures with automated workflows
- Overview of platforms such as Oracle and SAP
- Best practices for implementation and communication
- Importance of regular reviews and version control
- Lessons learned and best practices for sustainable governance

— Upcoming Classroom Dates

DATE	LOCATION	FEE
5 - 9 October 2026	Munich - Germany	€2,125
12 - 16 October 2026	Amsterdam - Netherlands	€2,100
9 - 13 November 2026	London - United Kingdom	€2,125
16 - 20 November 2026	Istanbul - Türkiye	€1,925
7 - 11 December 2026	Kuala Lumpur - Malaysia	€1,400
14 - 18 December 2026	Amsterdam - Netherlands	€2,100
21 - 25 December 2026	London - United Kingdom	€2,125
4 - 8 January 2027	Kuala Lumpur - Malaysia	€1,400

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.