

Writing Effective HR Policies & Procedures: A 5-Day Course

Human Resource
Madrid (Spain)
25 - 29 Aug 2025

UK Traininig

PARTNER

A photograph of chess pieces on a checkered board. In the foreground, a large gold king piece stands prominently. To its left, a silver pawn is visible. Further back, another silver pawn is positioned. The background features concentric circles, creating a sense of depth and focus on the king piece.

Writing Effective HR Policies & Procedures: A 5-Day Course

Ref: 3021_128179 **Date:** 25 - 29 Aug 2025 **Location:** Madrid (Spain) **Fees:** 4400 **Euro**

Course Description

This comprehensive 5-day course equips HR professionals and organizational leaders with the skills to develop clear, compliant, and effective HR policies and procedures. Participants will learn best practices for policy writing, legal considerations, and implementation strategies to create guidelines that align with organizational goals and improve employee engagement.

Learning Objectives

- Understand the key components of effective HR policies and procedures
- Develop clear and concise writing skills for policy creation
- Learn to align policies with organizational culture and legal requirements
- Master techniques for successful policy implementation and communication
- Gain practical experience in drafting and revising HR policies

Course Modules

Day 1: Foundations of HR Policy Writing

- Introduction to HR policies and procedures
- The role of policies in organizational success
- Key components of effective policies
- Policy writing best practices

Day 2: Legal Considerations and Compliance

- Understanding relevant employment laws
- Ensuring policy compliance with regulations
- Addressing potential legal issues in policies
- Balancing legal requirements with organizational needs

Day 3: Drafting Clear and Concise Policies

- Structuring policy documents effectively
- Writing in clear, accessible language
- Avoiding common policy writing pitfalls
- Practical exercises in policy drafting

Day 4: Aligning Policies with Organizational Culture

UK Training
PARTNER



- Reflecting company values in policies
- Tailoring policies to specific organizational needs
- Addressing diversity and inclusion in policies
- Balancing flexibility and consistency in policy writing

Day 5: Implementation and Communication Strategies

- Developing an effective policy rollout plan
- Communicating policies to employees
- Training managers on policy implementation
- Evaluating and updating policies over time

Practical Wins for Participants

- Create a comprehensive HR policy manual tailored to their organization
- Develop strategies for successful policy implementation and employee buy-in
- Gain confidence in addressing complex HR issues through well-crafted policies
- Establish a framework for ongoing policy review and improvement

Blackbird training cities



Amman (Jordan)



Amsterdam (Netherlands)

Accra (Ghana)

Annecy (France)

Baku (Azerbaijan)

Bali (Indonesia)

Bangkok (Thailand)

Bangkok (Thailand)

Barcelona (Spain)

Batumi (Georgia)

Beijing (China)

Beirut (Lebanon)

Berlin (Germany)

Birmingham (UK)

Bordeaux (France)

Boston, Massachusetts (USA)

Brussels (Belgium)

Cairo (Egypt)

Cape Town (South Africa)

Casablanca (Morocco)

Cascais (Portugal)

Copenhagen (Denmark)

Doha (Qatar)

Dubai (UAE)

Düsseldorf (Germany)

UK Training
PARTNER



Blackbird Training Category



Human Resource



Audit & Quality Assurance



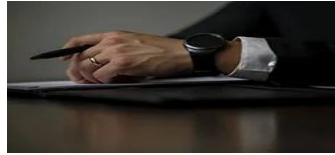
Finance, Accounting, Budgeting



Marketing, Sales, Customer Service



Secretary & Admin



Law and Contract Management



Project Management



IT & IT Engineering



Supply Chain & Logistics



Management & Leadership



Professional Skills



Oil & Gas Engineering



Health & Safety



Telecom Engineering



Hospital Management



Customs & Safety



Aviation



C-Suite Training



Agile and Refinement



Blackbird training Clients



MANNAI Trading
Company WLL,
Qatar



Alumina Corporation
Guinea



Booking.com
Netherlands



Oxfam GB International
Organization,
Yemen



Capital Markets
Authority,
Kuwait



Waltersmith Petroman Oil Limited
Nigeria



Qatar National Bank
(QNB),
Qatar



Qatar Foundation,
Qatar



AFRICAN UNION ADVISORY
BOARD ON CORRUPTION,
Tanzania



KFAS
Kuwait



Reserve Bank of
Malawi,
Malawi



Central Bank of Nigeria
Nigeria



Ministry of Interior
Kingdom of Saudi Arabia
KSA



Mabruk Oil Company
Libya



Saudi Electricity
Company,
KSA



BADAN PENGELOLA
KEUANGAN Haji,
Indonesia



NATO
Italy



ENI CORPORATE
UNIVERSITY,
Italy



Gulf Bank
Kuwait



General Organization for
Social Insurance
KSA



Defence Space Administration
Nigeria



National Industries
Group (Holding),
Kuwait



Hamad Medical
Corporation,
Qatar



USAID
Pakistan



STC Solutions,
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS
UN.



Authority for

UK Training
PARTNER



LONDON TRAINING PROVIDER



www.blackbird-training.com



training@blackbird-training.com



+44 7480 775526 / +44 7401 177335