



# Basics of Writing Human Resource Policies and the Manual

HRD Corp Claimable (SBL-Khas)

Taking the first step to write is the most difficult part of writing a book or document. An HR Policy Manual is a book. The HR Policy Manual is not the employee handbook. Most companies are confused between the two, which should not happen. Writing the HR Policy Manual requires organization and meticulousness. It requires due care because it must be compliant to the laws, be easy understandable, serve management philosophies, visions and objectives and also not become cumbersome to management by being too restrictive. And most of all, the HR Policy of a company should not have unintended or undesired effect on the rights of the management right to act.

This course will show you how to write the manual without confusing it with the employee handbook. This is recommended for the HR Practice Professionals entrusted with the responsibility over and to manage HR Policies.

## Objectives

By attending this program, participants will:-

- know how to start off producing the HR Policy Manual
- be able to identify the HR policy topics and elements that make up for complete HR Policy Manual
- be able to appreciate the importance of the functions and usefulness of HR Policy Manual
- be able to differentiate between the HR Policy from HR Procedures, Rules and Regulations

- understand the risks of not differentiating between HR Policy Manual from Employee Handbook
- Be able to properly administer and upkeep the HR Policy Manual

## Course Requirement

- Stable Internet Connection
- Webcam and Earphones

## Course Content

### Day One

- Objectives for successful Human Resources Management
- Setting HR Directions – Vision and Mission
- Necessities for attaining Vision and Mission
- Importance of HR Policies
- Contents of HR Policies and the need to differentiate from contractual terms, procedures, rules and regulations and how to differentiate
- Where the HR Policies are now
- How to start building up the policies
- Types of Policy topics
- Importance for differentiating HR Policy from Contract of Service and the Handbook
- Topics required for a complete HR Policy Manual
- Structure of a Policy Manual Page
- Gaining support and approvals before publishing and implementation
- Influencers on policy

Practical Exercise: Outlining Structure of my HR Policy Manual

### Day Two

- Differentiating Scope of coverage and writing for non EA employees
- Defining the objectives of HR Policy Manual
- Defining roles of implementers
- Setting policy for matters under statutory controls – stating objective/purpose of each policy
- Setting policy for matters not under statutory controls
- Special topics required for protecting management rights and prerogative to amend policies

- Language use and writing style
- Steps before implementation
- Control over the HR Policy Manual & access
- How to maintain & update a manual , referencing, keeping track of amendments and reasons for change.
- Right to view policy manual

### Townhouse Discussions: Writing Style Intention and Actual Effect

When & Where	Who Should Attend	Training Investment
<b>13 &amp; 14 January 2025</b> (Mon & Tues) 9.00 am to 5.00 pm  <b>Remote Online Learning - Zoom</b>	All persons entrusted with duty to set or write or implement HR policy or who is involved with managing the contract of service for the employees.	<b>RM 1,400</b> per participant for 2 days (inclusive of Service Tax, Online Course Materials, and E-Certificate of Attendance)  <b>HRD Corp Claimable (SBL-Khas)</b>

### Trainer's Profile

#### Chan Wang Tak

##### Current:-

- Author of “400 Q&A on the Practice of Malaysian Labour Laws”
- Recognized Pakar Industry Negara by JPK Malaysia
- HR Consultant for MNCs, GLCs, SMEs
- Elected Council Member of Malaysian Inst of Human Resource Management
- Lecturer for Certified HR Manager training program
- HRDF certified trainer for HR Management and other soft skills courses
- Trains in 3 languages
- Certified RPL assessor

##### Formerly:-

- Industrial Court Panel Member
- Group HR Manager of public listed company
- HR Manager of semiconductor company
- Guest lecturer at pvt university

##### Experience:-

- Represent client at labour court
- Develop salary structure, perform salary review for clients
- Conduct TNA and HR Audit
- Review, revise HR polices and contract of service, write HR policy manual & employee handbook
- Reorganizing and re-training HR Dept for client
- Set up training department for client on turnkey handover basis.

- Negotiate collective agreement

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### Contact Us

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