Institute for Capacity Development (ICD)

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HR Policy Development and Implementation

Course Objectives

On Completion of the course, participants should be able to:

- Understand why sound HR policies are essential in high performing organisations
- Identify the scope of HR policies needed in an organisation
- Identify where to source HR policy templates
- Understand how to tailor HR policy formats and content for their organisation
- Develop a consultation program to assist with policy development
- Develop an implementation program to introduce HR policies
- Identify when and how policies should be evaluated and reviewed.

Target Groups

- Human Resource Managers and Officers
- Employee Development Officers
- Departmental heads
- Training and HR Officers
- Government Officials from National Ministries,
- State Agencies, or Municipal Governments
- Administrative Officers
- Staff Welfare Officers

Course Outline

- Management skills and Principles
- The HR Function
- The HR Function and Institutional Policy
- Fundamentals In Policy Development
- Identifying and establishing the legal framework
- Review of HR Policy and HR Policy Developments
- The Need for HR Policies
- Policy and Business strategic Plan
- HR policy as a strategic tool for the business
- Developing Policy Manual
- Designing And Shaping An HR Policy
- Content development

- Stakeholder Involvement in Policy development
- Ownership and Responsibility
- HR Manual And An Employee Guide
- Corporate Policy
- Policy and Implementation Guides
- HR Policy and Governance
- Gaps in implementation
- Identifying Organisational Needs
- Policies For Specific Strategic Initiatives – Retention; Talent management, Succession planning; Graduate recruitment
- Designing workforce strategy and planning
- Establishing internal regulations and guidelines
- Documenting and filing HR processes
- Success factors in policy implementation
- Challenges in HR policy implementation
- Developing Solutions
- Action Planning

Dates:	01st – 12th October 2018
Duration:	2 Weeks
Tuition Fee:	US$2850
Venue:	Pretoria, RSA