

**COURSE OVERVIEW HM0345-3D**  
**HR Policies & Procedures Design & Implementation**

**Course Title**

HR Policies & Procedures Design & Implementation

**Course Date/Venue**

July 13-15, 2026/Al Maya 2 Meeting Room, Grand Millenium Al Wahda Hotel, Abu Dhabi, UAE

**Course Reference**

HM0345-3D

**Course Duration/Credits**

Three days/1.8 CEUs/18 PDHs



**Course Description**



***This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.***

This course is designed to provide participants with a detailed and up-to-date overview of HR Policies & Procedures Design & Implementation. It covers the purpose and importance of HR policies and procedures of HR policies and procedures in organizational governance and culture; the labor laws, employment regulations and compliance requirements; the employee rights, employer obligations and risks and penalties for non-compliance; the principles of effective policy design, policy development process and structure and components of HR policies; the risk management in HR policies and ethical considerations in policy design; the recruitment and selection policies, compensation and benefits policies and performance management policies; and the leave and attendance policies.



During this interactive course, participants will learn the employee conduct, disciplinary procedures, workplace health, safety and wellbeing policies; the diversity, equity and inclusion (DEI) policies; developing rollout plans and timelines, assigning roles and responsibilities and integrating policies into HR systems; the communication and employee engagement, training and capacity building; the monitoring and compliance and policy review and updating; the technology and automation in HR policies; and measuring effectiveness and impact.



### **Course Objectives/Outcomes & Benefits for the Participants**

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain a comprehensive knowledge on HR policies and procedures design and implementation
- Discuss the purpose of HR policies and procedures and its importance in organizational governance and culture
- Recognize labor laws and employment regulations, compliance requirements, employee rights, employer obligations and risks and penalties for non-compliance
- Explain the principles of effective policy design, policy development process and structure and components of HR policies
- Apply risk management in HR policies and ethical considerations in policy design
- Carryout recruitment and selection policies, compensation and benefits policies, performance management policies and leave and attendance policies
- Employ employee conduct and disciplinary procedures, workplace health, safety and wellbeing policies as well as diversity, equity and inclusion (DEI) policies
- Develop rollout plans and timelines, assign roles and responsibilities and integrate policies into HR systems
- Carryout communication and employee engagement, training and capacity building, monitoring and compliance and policy review and updating
- Identify technology and automation in HR policies including measuring effectiveness and impact

### **Exclusive Smart Training Kit - H-STK®**



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.

### **Who Should Attend**

This course provides an overview of all significant aspects and considerations of HR policies and procedures design and implementation for HR managers, HR business partners, HR officers, HR executives, personnel and administration officers, department managers, organizational development managers, operations managers, business unit heads, compliance officers and quality management professionals.

### **Course Fee.**


**US\$ 3,750** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

### Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

### Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations: -

-  British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

-  The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **1.8 CEUs** (Continuing Education Units) or **18 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

### Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

### Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Ms. Susan Myburg** is a **Senior Management Consultant** with almost **30 years** of teaching, training and industrial experience. Her expertise lies extensively in the areas of **Talent Acquisition** in Organizational Success, **Recruitment Planning, Coaching & Mentoring, Innovation & Creativity, Office Management & Administration Skills, Controlling Your Time & Managing Stress, Crisis Management, Embracing Innovation Culture, Strategic Talent Management, People Management, Information Management, Techniques for Coaching & Mentoring, Strategies for Setting Annual Goals, Monitoring Progress & Evaluation Performance, Coaching & Motivation, Project Management, Project Management Plan, Project Work Monitoring & Control, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Quality Assurance, Project Human Resource Management, Project Communications Management, Project & Contracts Management Skills, Project & Construction Management, Project Planning & Delegating, Project Planning, Scheduling & Control, Project Delivery & Governance Framework, Project Management Practices, Project Management Disciplines, Project Risk Management, Risk Identification Tools & Techniques, Risk, Budgeting & Cost Management in Projects, Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Integration Management, Leadership Orientation Programme, Leading People & Change, Leadership & Team Building, Psychology of Leadership, Interpersonal Skills & Teamwork, Creative Thinking & Problem-Solving Techniques, Emotional Intelligence, Presentation Skills, Communication & Interpersonal Skills, Effective Communication & Influencing Skills, Effective Business Writing Skills, Writing Business Documents, Change Management and Negotiations Management.**

During her career life, Ms. Myburg has gained her academic and field experience through her various significant positions and dedication as the **General Manager, Regional Manager, Head of Bankfin, HR Consultant, Group Executive, Account Executive** and Senior Instructor/Trainer from various international companies such as the South African Post Office, ABSA, Optimal Leading, just to name a few.

Ms. Myburg has a **Master's** degree in **Executive Development Programme, Bachelor** degrees in **Personnel Management** and **Industrial Psychology**. Further, she is a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**. She has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

### Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

### Learning Design & Customization

This course can be customized to the exact requirements of clients. Haward Technology is so proud of our huge capabilities in tailoring our courses to the training needs of our valued clients.

### Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the workshop for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

#### **Day 1: Monday, 13<sup>th</sup> of July 2026**

0730 – 0800	<i>Registration &amp; Coffee</i>
0800 – 0815	<i>Welcome &amp; Introduction</i>
0815 – 0830	<b>PRE-TEST</b>
0830 – 0930	<b>Introduction to HR Policies &amp; Procedures</b> <i>Definition and Purpose of HR Policies versus Procedures • Importance in Organizational Governance and Culture • Key Stakeholders and their Roles • Types of HR Policies (Strategic, Operational, Compliance)</i>
0930 – 0945	<i>Break</i>
0945 – 1015	<b>Legal &amp; Regulatory Framework</b> <i>Overview of Labor Laws and Employment Regulations • Compliance Requirements (Local, Regional, Global) • Employee Rights and Employer Obligations • Risks and Penalties for Non-Compliance</i>
1015 – 1045	<b>Principles of Effective Policy Design</b> <i>Clarity, Consistency and Accessibility • Alignment with Organizational Values and Strategy • Ensuring Fairness and Inclusivity • Balancing Flexibility versus Control</i>
1045 – 1130	<b>Policy Development Process</b> <i>Identifying Policy Needs and Gaps • Conducting Internal Assessments and Audits • Stakeholder Consultation and Input Gathering • Drafting and Reviewing Policy Documents</i>
1130 – 1215	<b>Structure &amp; Components of HR Policies</b> <i>Standard Policy Format and Templates • Key Elements (Purpose, Scope, Definitions, Guidelines) • Writing Clear and Concise Policy Language • Differentiating Policy versus Procedure versus Guideline</i>
1215 – 1230	<i>Break</i>

1230 – 1330	<b>Risk Management in HR Policies</b> Identifying HR-Related Risks • Mitigation Strategies Through Policy Design • Crisis and Contingency Planning • Documentation and Audit Readiness
1330 – 1420	<b>Ethical Considerations in Policy Design</b> Promoting Workplace Ethics and Integrity • Addressing Conflicts of Interest • Ensuring Confidentiality and Data Privacy • Building Trust Through Transparent Policies
1420 – 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day One

**Day 2: Tuesday, 14<sup>th</sup> of July 2026**

0730 – 0830	<b>Recruitment &amp; Selection Policies</b> Equal Opportunity and Non-Discrimination • Job Posting and Candidate Sourcing Guidelines • Interviewing and Selection Procedures • Background Checks and Offer Management
0830 – 0930	<b>Compensation &amp; Benefits Policies</b> Salary Structure And Pay Equity • Benefits Eligibility and Administration • Incentives, Bonuses and Allowances • Compliance with Wage Regulations
0930 – 0945	Break
0945 – 1015	<b>Performance Management Policies</b> Goal Setting and Performance Planning • Appraisal Processes and Timelines • Handling Underperformance • Linking Performance to Rewards
1015 - 1100	<b>Leave &amp; Attendance Policies</b> Types of Leave (Annual, Sick, Parental, Unpaid) • Leave Approval and Tracking Procedures • Attendance Monitoring Systems • Managing Absenteeism and Tardiness
1100 – 1215	<b>Employee Conduct &amp; Disciplinary Procedures</b> Code of Conduct and Expected Behaviors • Disciplinary Actions and Escalation Process • Handling Grievances and Complaints • Investigation and Documentation Protocols
1215 – 1230	Break
1230 – 1330	<b>Workplace Health, Safety &amp; Wellbeing Policies</b> Occupational Health and Safety Standards • Emergency Procedures and Incident Reporting • Mental Health and Wellbeing Initiatives • Compliance with Safety Regulations
1330 – 1420	<b>Diversity, Equity &amp; Inclusion (DEI) Policies</b> Anti-Discrimination and Harassment Policies • Promoting Inclusive Workplace Culture • Accessibility and Accommodations • Monitoring DEI Effectiveness
1420 – 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Two

**Day 3: Wednesday, 15<sup>th</sup> of July 2026**

0730 – 0830	<b>Policy Implementation Strategies</b> Developing Rollout Plans and Timelines • Assigning Roles and Responsibilities • Integrating Policies Into HR Systems • Pilot Testing and Phased Implementation
0830 – 0930	<b>Communication &amp; Employee Engagement</b> Communicating Policies Effectively to Employees • Creating Employee Handbooks and Guides • Using Digital Platforms for Dissemination • Encouraging Feedback and Participation
0930 – 0945	Break
0945 – 1015	<b>Training &amp; Capacity Building</b> Training HR Teams and Managers • Conducting Employee Awareness Sessions • Developing E-Learning Modules • Measuring Training Effectiveness
1015 - 1100	<b>Monitoring &amp; Compliance</b> Tracking Policy Adherence • Conducting Internal Audits and Reviews • Reporting and Compliance Dashboards • Addressing Violations and Corrective Actions
1100 – 1230	<b>Policy Review &amp; Updating</b> Establishing Review Cycles • Incorporating Legal and Organizational Changes • Version Control and Documentation • Continuous Improvement Processes
1230 – 1245	Break
1245 – 1315	<b>Technology &amp; Automation in HR Policies</b> HRIS and Policy Management Tools • Workflow Automation for Approvals • Data Analytics for Policy Effectiveness • Ensuring Data Security and Privacy
1315 - 1345	<b>Measuring Effectiveness &amp; Impact</b> Key Performance Indicators (KPIs) for HR Policies • Employee Satisfaction and Engagement Metrics • Assessing Business Impact • Benchmarking and Best Practices
1345 – 1400	<b>Course Conclusion</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course
1400 – 1415	<b>POST-TEST</b>
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course

**Practical Sessions**

This practical and highly-interactive course includes real-life case studies and exercises:-



**Course Coordinator**

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