*Haward Technology Middle East*

## Course Title
HR Policy & Procedures Knowledge

## Course Date/Venue
August 11-15, 2025/Glasshouse Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE

## Course Reference
HM0048

## Course Duration/Credits
Five days/3.0 CEUs/30 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 and procedures. It covers the benefits and importance and the types of policies covering recruiting and hiring policies, code of conduct and sexual harassment policies and safety and health administration policies; the disciplinary and termination policies, drug and alcohol policy, leave policy and privacy policy; the areas where HR policies are required covering compensation and benefits, employee relations, health and safety, etc.; preparing HR policies by targeting the values and morals of the organization; and the specific HR policies that shall be within government approved framework.



During this interactive course, participants will learn the considerations of global regulations in case of presence across the globe; the employee-oriented policies and policies for permanent and contract employees; developing policies and identifying the need for new policies and the gaps that affect the decisions in a department; ensuring the organization follows the law and anticipating the achievements of the policies; developing procedures, building the process and implementing standard operating procedures (SOP's); using flowcharts and other tools/formats, developing effective and detailed procedures and considering all the aspects of the process; and drafting the policy, reviewing the policies and evaluating the regulatory impact of policies.

## Course Objectives

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

- Apply and gain an in-depth knowledge on HR policies and procedures

- Differentiate policies and procedures and discuss its benefits and importance

- Recognize the types of policies covering recruiting and hiring policies, code of conduct and sexual harassment policies and safety and health administration policies

- Recognize the disciplinary and termination policies, drug and alcohol policy, leave policy and privacy policy

- Identify the areas where HR policies are required covering compensation and benefits, employee relations, health and safety, etc.

- Prepare HR policies by targeting the values and morals of the organization

- Apply specific and clear HR policies that shall be within government approved framework

- Consider the global regulations in case of presence across the globe, apply employee-oriented policies and clearly define policies for permanent and contract employees

- Develop policies and identify the need for new policies and the gaps that affect the decisions in a department

- Ensure the organization follows the law and anticipate the achievements of the policies

- Develop procedures, build the process and implement standard operating procedures (SOP's)

- Use flowcharts and other tools/formats, develop effective and detailed procedures and consider all the aspects of the process

- Draft the policy, review the policies and evaluate the regulatory impact of policies

## 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 for leaders and managers, HR personnel, line managers, policymakers, OD consultants, independent consultants, individuals and corporate professionals managing people in the business.

## Course Certificate(s)

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Certificates are valid for 5 years.

**Recertification is FOC for a Lifetime.**

## Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-

(2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

## Haward Technology Middle East
### Continuing Professional Development (HTME-CPD)

# CEU Official Transcript of Records

**TOR Issuance Date:** 16-Nov-21

**HTME No.** 8667-2014-9020-2559

**Participant Name:** Waleed Al Habeeb

| Program Ref. | Program Title | Program Date | No. of Contact Hours | CEU's |
|---|---|---|---|---|
| HM0048 | Certificate in HR Policies and Procedures | November 12-16, 2021 | 26 | 2.6 |

**Total No. of CEU's Earned as of TOR Issuance Date** — **2.6**

**TRUE COPY**

Jaryl Castillo
Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2013 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2013 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 Association 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 is accredited by

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## 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 **3.0 CEUs** (Continuing Education Units) or **30 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.

## Course Fee

**US$ 5,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

## 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:



**Dr. Chris Le Roux**, PhD, MSc, BSc, PMI-PMP is a **Senior Human Resource & Management Consultant** with over **30 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **People Management** Essentials, Strategic **Recruitment, Interviewing & Selection**, **Human Capital Asset** Management, **Human Resource** Development, **Human Resource** Management, **Career** Development & Succession Planning Strategies, **HR Management** System, **Human Relation Skills & EQ Intelligence, Project Management**, **Project Delivery & Governance Framework**, **Project Management Systems**, **Project Management Practices**, **Project Management Disciplines**, **Project Risk Management Contract Management** & **Tendering**, **Tender Development**, **Contract Standards** & **Laws**, **Bidder Selection** & **Tender Evaluation**, **Dispute Resolution**, and **Risk Identification**. Further, he is also well-versed in **Integrated Security Systems**, **Incident Threat Characterization & Analysis**, **Physical Security Systems**, **Security Crisis**, **Security Emergency Plan**, **Command & Control System**, **Presentation Skills**, **Problem Solving & Decision Making**, **Preventive Actions**, **Situation Analysis**, **Crisis Management**, **Decision Making**, **Strategic Human Resources Management**, **Change Management**, **Organizational Development, Career Management**, **Situation & Behaviour Analysis**, Interpersonal Motivation, Leadership Orientation, **Coaching Skills**, **Negotiation Skills**, **Strategic Planning**, **Time Management**, **Risk Analysis & Risk Management**, **Stress Management**, **Inventory Management** and **Financial Administration**. He was the **Psychologist** & **Project Manager** wherein he was responsible in the project management and private psychology practices.

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director**, **Medico Legal Assessor Psychologist**, **Training & Development General Manager**, **Project Manager**, **Account Manager**, **Commercial Sales Manager**, **Manager**, **Sales Engineer**, **Project Specialist**, **Psychology Practitioner**, **Senior HR Consultant**, **Senior Lecturer**, **Senior Consultant/Trainer**, **Business Consultant**, **Assistant Chief Education Specialist**, **ASI Coordinator**, **Part-time Lecturer/Trainer**, **PMP & Scrum Trainer**, **Assessor & Moderator**, **Team Leader**, **Departmental Head**, **Technical Instructor/Qualifying Technician**, **Apprentice Electrician: Signals** and **Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD** in **Commerce Major** in **Leadership** in **Performance & Change**, a **Master's** degree in **Human Resource Management**, a **Bachelor's** degree (with Honours) in **Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional** (**PMI-PMP**), a **Certified Scrum Master Trainer** by the VMEdu, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**). Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator**, **Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

**Haward Technology Middle East**

**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.

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

*Day 1:*         *Monday, 11th of August 2025*

| | |
|---|---|
| 0730 – 0800 | *Registration & Coffee* |
| 0800 – 0815 | *Welcome & Introduction* |
| 0815 – 0830 | **PRE-TEST** |
| 0830 – 0930 | ***Introduction to HR Policies & Procedures*** <br> *What is Policy & its Procedures • Difference between Policies & Procedures • Benefits of Policies & Procedures • Importance of Policies & Procedures* |
| 0930 – 0945 | *Break* |
| 0945 – 1100 | ***Types of Policies*** <br> *Recruiting & Hiring Policies • Code of Conduct & Sexual Harassment Policies* |
| 1100 - 1230 | ***Types of Policies (cont'd)*** <br> *Safety & Health Administration Policies • Disciplinary & Termination Policies* |
| 1230 – 1245 | *Break* |
| 1245 – 1420 | ***Types of Policies (cont'd)*** <br> *Drug & Alcohol Policy • Leave Policy • Privacy Policy (etc.)* |
| 1420 – 1430 | ***Recap*** |
| 1430 | *Lunch & End of Day One* |

*Day 2:*         *Tuesday, 12th of August 2025*

| | |
|---|---|
| 0730 – 0930 | ***Identifying Areas where HR Policies are Required*** <br> *Compensation & Benefits • Employee Relations • Health and Safety • Training & Development • Maternity, Parental & Adoption Leaves* |
| 0930 – 0945 | *Break* |
| 0945 – 1100 | ***Identifying Areas where HR Policies are Required (cont'd)*** <br> *Privacy (Data, etc.) • Performance Management • Code of Conduct • Discrimination & Harassment • Recruitment* |
| 1100 – 1230 | ***Effectively Making the HR Policies*** <br> *Targeting the Values & Morals of the Organization • Making Specific & Clear HR Policies • HR Policies Should be within Government Approved Framework* |
| 1230 – 1245 | *Break* |

| 1245 – 1420 | **Effectively Making the HR Policies (cont'd)** <br> *Consider the Global Regulations in Case of Presence Across the Globe • Making Employee-Oriented Policies • Clearly Define Policies for Permanent & Contract Employees* |
|---|---|
| 1420 – 1430 | **Recap** |
| 1430 | *Lunch & End of Day Two* |

**Day 3:**    **Wednesday, 13th of August 2025**

| 0730 – 0930 | **Developing Policies** <br> *Identify the Need for New Policies • Identifying the Gaps that Affect the Decisions in a Department • Ensuring the Organization Follows the Law • Anticipating the Achievements of the Policies* |
|---|---|
| 0930 – 0945 | *Break* |
| 0945 – 1100 | **Developing Policies (cont'd)** <br> *Anticipate Impediments & Ways to Address them • Policies Should be Easy to Implement •Consulting the Senior Management* |
| 1100 – 1230 | **Developing Procedures** <br> *Defining & Understanding the Processes & Aligning Procedures • Building the Process • Making SOP's (Standard Operating Procedures)* |
| 1230 – 1245 | *Break* |
| 1245 – 1420 | **Developing Procedures (cont'd)** <br> *Using Flowcharts & Other Tools/ Formats • Developing Effective & Detailed Procedures • Considering all the Aspects of the Process* |
| 1420 – 1430 | **Recap** |
| 1430 | *Lunch & End of Day Three* |

**Day 4:**    **Thursday, 14th of August 2025**

| 0730 – 0930 | **Drafting the Policy** <br> *Language Should be Simple & Positive • Avoiding Jargons •Policies Should be Flexible & Unbiased •Specify whom does the Policy Apply to/ who is Excluded* |
|---|---|
| 0930 – 0945 | *Break* |
| 0945 – 1100 | **Drafting the Policy (cont'd)** <br> *Policies should Communicate the Purpose • Share the References for the Policies • Must have the Date the Policies Come into Effect • Updated Dates in case of Amends Made* |
| 1100 – 1230 | **Reviewing the Policies** <br> *Taking Feedback from the People Involved in the Process of Making the Policies & Procedures • Testing the Policies on a Group of Employees & Managers Before Implementing at an Organizational Level* |
| 1230 – 1245 | *Break* |
| 1245 – 1420 | **Reviewing the Policies (cont'd)** <br> *Analyze if the Policies Achieve the Desired Goals* |
| 1420 – 1430 | **Recap** |
| 1430 | *Lunch & End of Day Four* |

| Day 5: | Friday, 15th of August 2025 |
|---|---|
| 0730 – 0830 | **Evaluating the Regulatory Impact of Policies**<br>*Involve a Qualified Legal Professional for Feedback • Review & Study the Likes of your Organization to Prevent any Gaps/ Flaws* |
| 0830 – 0915 | **Evaluating the Regulatory Impact of Policies (cont'd)**<br>*Keep Abreast with Changing Laws & Implications that Might Impact your Policies & Employees in the Long Run* |
| 0915 - 0945 | **Evaluating the Regulatory Impact of Policies (cont'd)**<br>*Facilitate Audits to Assess the Relevance of Policies in the Changing Environment* |
| 0945 – 1000 | *Break* |
| 1000 - 1030 | **Evaluating the Regulatory Impact of Policies (cont'd)**<br>*Keep Employees Informed About Any Amends/Updates to Prevent Distrust* |
| 1030 – 1045 | **Course Conclusion** |
| 1045 – 1145 | **COMPETENCY EXAM** |
| 1145 – 1200 | *Presentation of Course Certificates* |
| 1200 | *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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