



HUMAN CAPITAL ASSOCIATES

(SKILLS & ORGANIZATION DEVELOPMENT CONSULTANTS)

Workshop on Writing HR Policies and Procedures

November 12 - 16, 2018, Lagos & Port Harcourt

Also Available For In-plant Training

Note: You can register or download our 2018 calendar online @ www.humancapitalassociatesng.com

Program Overview:

HR policies and procedures provide fundamental rules about and guidelines to practices and behaviour of the people in the organization. They safeguard fairness and equality for all in the organization, guide management and supervisors, and clearly explain expectations. HR policies reflect organizational culture and ensure compliance with employment legislation. More than drawing boundaries HR policies should also recognize and address people's needs. Hence, the challenge is to strike a balance between having too many and having too few policies by having the right approach and by creating relevant and effective HR policies so as to effectively manage talent to deliver business results.

FOR WHOM:

Human Resources Professionals working in HR Planning or Human Resources Administration who are directly responsible for developing HR Policies and Procedures. This program is also suitable for Human Resources managers who wish to sharpen their skills in writing HR Policies and Procedures.

LEARNING OBJECTIVES:

At the end of this program, participants will be able to:

§List all HR functions and responsibilities and identify their contributions to organizational success.

§Explain the difference between policies, processes and procedures.

COURSE CONTENT

Day One: Human Resources Management

§Towards a Modern Definition, §The Main Functions in HR Management

§Competency-Based HR Management, §HR Deliverables: A Model for Multiple Roles

§HR as Business Partner, §HR Competencies: Moving from Traditional HR to Strategic HR

Day Two: The Strategic Role of Human Resources

§The Evolution and Steps to Building the Strategic Role of Human Resources

§Policies and Procedures as the Cornerstone in Strategizing Human Resources

Day Three: Basic Writing Tips – As Applied to the Design of Policies and Procedures

§Writing in an Impersonal Style, §Organizing Paragraphs and Sentences

§Using Simple, Specific and Positive Language

§Using Active Verbs, §Applying Easy and Effective Grammatical Rules

§The Gunning Fox Index for Writing Complexity

Day Four: Procedures: What Are They and Why We Have Them

§Human Resources Policies, §Human Resources Procedures

§Why are HR Policies and Procedures Required?

§Expressing Values in HR Policies and Procedures, §Importance of Statutory Inclusions

§Formulating HR Policies and Procedures, §A Partial List of Policies

§Contents and Sections of a Policy, §Practical Policy Writing Activities

Day Five: Development of Human Resources Procedures

§Defining Processes and Procedures

§Considerations in Developing Processes and Procedures

§Building your Process, Use of Flowchart Symbols

§Writing Detailed Procedures to Support Process Maps

§Main Considerations in Developing HR Procedures – Including the Development

Process, §Developing HR Procedures – Practical Application

Human Resources Management Systems, §Introduction and Briefing

§Relating HRMS to Policies and Procedures, §The Various Applications

§Oracle, §SAP, §Other Options

LEARNING OBJECTIVES

§Apply appropriate HR policies and procedures writing techniques.

§Describe the purpose/usefulness of Human Resources policies and procedures.

§Develop Human Resources policies and procedures.

RESOURCE PERSONS

JEGEDE DOTUN MOSES - PhD Global Learning & Development and Masters of Art in Human Resource Mgt. Dr. Dotun was formerly the MD/CEO of NUGI Engineering Ltd (a major Shell's Contractor). Dr. Dotun is a specialist in Human Resource Mgt. his work experience spans the Manufacturing, Service and oil & Gas sectors of the Nigeria economy, where he worked as Human Capital Advisor to some organization including The Nigerian Bar Association before venturing into consultancy. Dr. Dotun will bring his experience to bear on this program.

Ajelero, S. Abayomi - MA, History, Advanced Dip in HR Mgt., Masters Industrial & Labour Relations Mgt. Mr. Abayomi was formerly the Assistant Controller HR/ Head of Training Urban Development Bank Nig. Plc. He has over 15 years work experience spanning the manufacturing, Service and the Financial sectors of the Nigeria economy. Mr. Abayomi is a HR consultant / trainer to Nig. Institute of Manpower Development & Industrial Relations. He will bring his experience to bear on this program.

WORKSHOP FEE:

N150,000 per participant, VAT - N7,500.

Note: this covers Workshop Fee, Full Break fast, Lunch, course materials and certificate of attendance.

Payment should be made in favour of Human Capital Associates.

Payment can equally be made into our Accounts:

Account Name : Human Capital Associates

Keystone Bank Ltd. Account No:1005378262

Union Bank Of Nig. Plc Account No: 0006208533

LOCATIONS

1 - HCA Learning Centre.

Acme House 2nd Floor,

23, Acme Road, Ogba, Ikeja, Lagos

Nov. 12 - 16, 2018

2 - MAAS Central Hotel. P/H

Nov. 12 - 16, 2018

Open Course Fee:N150,000

In-plant Fee Negotiable

FOR BOOKING/INQUIRIES:

Please Contact:

Office Lines: 0814-574-5664

0811-749-1970

Otunba 0806-622-3343

Philip 0802-917-0491

0806-893-3608

0805-136-5946

Note: Human Capital Associates reserves the right to alter dates, content, venue and trainer.

Human Capital Associates : Acme House 2nd Floor, 23 Acme Road Ogba, Ikeja - Lagos

Abuja Corporate Office Suite: 6, Shalom Plaza, Gudu District. Abuja, Nigeria.

Website ; www.humancapitalassociatesng.com; e-mail; info@humancapitalassociatesng.com, humancapitalassociatesng@yahoo.com

Office Lines : 234-8117491970, 234-8145745664 , Other Lines: 08029170491, 08068933608, 08051365946, 08184727337

Note: Please confirm participation in writing or call Human Capital Associates lines for reservation.

Program commences 9:00a.m.each day with Breakfast

Member Nigeria Institute for Training & Development

...BRIDGING THE GAP BETWEEN THEORY & PRACTICE

Member Oil & Gas Trainers Association of Nigeria