



Workshop Overview

- The purpose of and need for HR policies
- The development and improvement of HR policies
- Writing effective policies and procedures
- Developing a roll-out plan and supporting communication strategy
- Monitoring compliance to HR policies
- Related group and personal exercises

It is important for policies to be:

- linked to business strategy, with a definite purpose for their creation
- flexible – able to adapt to changes in strategy and direction
- open and transparent
- suited in tone to the culture of the organisation
- developed through the involvement of employees and interested stakeholders
- communicated to all employees
- easily understood, written in plain language and containing no jargon
- accessible – in a format employees will understand and use
- practical and enforceable with logical implementation

Writing and implementing HR policies and procedures

TWO-DAY WORKSHOP

13–14 March 2012 • Johannesburg
28–29 March 2012 • Cape Town

Why introduce and update HR policies and procedures?

Every company needs policies and procedures in order to operate efficiently, to avoid employee confusion and to adhere to legal and regulatory guidelines.

The following may be specific needs to be addressed by HR policies and procedures:

- to align people management with the business strategic objectives
- to align HR policies, practices and procedures with legal requirements
- to eliminate discrimination in the workplace and differences in management ethics between managers
- to follow the best practices and latest developments in effective people management
- to keep up with competitors, for example policies may be reviewed in order to attract or retain employees, particularly in a tight labour market
- to develop a more formal and consistent approach to meet employees' needs as they grow and develop
- to deal with internal change
- to define the required culture for business improvement
- to define a standard of performance and conduct
- to comply with head office/parent-company rules
- to give management the opportunity to thoroughly evaluate the basic needs of the individual employee
- to build employee enthusiasm and loyalty.



Facilitator Johan du Toit

Keystone Business Solution Consultants

Johan has extensive experience in the field of: organisational and leadership development, cultural diversity management, industrial relations management, the management of discipline, management/trade union relationship building, building of trust relationships in the workplace, labour law and the facilitation and roll-out of HR policies and procedures. Johan is a lawyer by profession and has been running his own business consultancy for the past 10 years.

ENDORSED BY



Information

Siphiwe Mashoene

+27 11 880 8540

siphiwe@knowres.co.za



www.kr.co.za

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Who should attend?

The workshop will be valuable for all managers and practitioners responsible for effective people management.

Books available from KNOWLEDGE RESOURCES

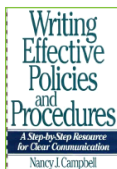


SA Title

HR Policies and Procedures:

A guide to the development of Human Resources policies and procedure in South Africa

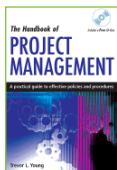
Johan du Toit



Writing Effective Policies & Procedures:

A Step-by-Step Resources for clear communications

Nancy Campbell



The Handbook of Project Management:

A Practical Guide to effective Policies and Procedures with CDROM

Trevor L. Young

For more information or to order these books please contact our shop at +27 (0)11 880 8540

visit our website at www.kr.co.za or e-mail rachel@knowres.co.za

SETA accreditation

Many of our delegates enquire after our accreditation status. There is a misguided opinion that organisations can only claim their levies back if they use accredited training providers only. This is not entirely correct. In the Government Gazette (No.20865 of 7 February 2000), it clearly states that the Skills Development Levies Act provides for recovery of a levy payment based on the submission of Workplace Skills Plans (WSPs), Workplace Skills Implementation Plans (WSIPs), and the submission of the names of Skills Development Facilitators (SDFs), and not on the basis of making use of accredited providers or NQF-aligned training and development events only.

PROGRAMME : Day One

08:00 – 08:30 Registration

08:30 – 10:00 The purpose, relevance of and need for HR policies

- Business models and alignment of policies

10:00 – 10:30 Morning refreshments

10.30 – 11.00 The purpose, relevance of and need for HR policies

- Purpose of HR policies
- The need for HR policies

11:00 – 12:30 The development and improvement of HR policies

- The required five phases approach
- Problem analysis
- Group discussion and feedback – problem analysis

12:30 – 13:30 Lunch

13:30 – 15:00 The development and improvement of HR policies

- Solutions brainstormed
- Writing effective policies and procedures – the seven principle headings

15:00 – 15:15 Afternoon refreshments

15:15 – 16:15 Writing effective policies and procedures

- Application of guidelines – an example
- Group discussion and feedback – re-writing a policy

PROGRAMME : Day Two

08:00 – 10:00 The development and improvement of HR policies

- Consultation and approval
- Developing a roll-out plan
 - Policy roll-out workshops
 - Key leader workshops
 - Policy-understanding workshops

10:00 – 10:30 Morning refreshments

10:30 – 12:30 Policy-understanding workshops

- Discussion of some underlying business and economic principles

12:30 – 13:30 Lunch

13:30 – 15:15 Developing a roll-out plan and supporting communication strategy

- A supporting communication strategy for the dissemination of HR policies and procedures
- Group exercise – What should be included in a supporting communication strategy?
- Monitoring compliance with policies and improvement of policies
- Group exercise – designing metrics for compliance

15:00 – 15:15 Afternoon refreshments

15:15 – 16:15 Discussions and questions – examples of policies and procedures

**KNOWLEDGE
RESOURCES**

www.kr.co.za



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Registration

Registration fee

R 8 490.00

The above registration fee includes VAT, lunch and refreshments, parking and workshop material

Terms and Conditions

Please note: Payment must be received before the event takes place. Knowledge Resources reserves the right to refuse admission where evidence of payment cannot be shown.

CONFIRMATION OF BOOKING

Please note: If you have not received confirmation in writing, of your booking before the event, please contact us on 011 880 8540 to confirm that we have received your registration.

SOMETHING HAS COME UP AND I CANNOT ATTEND

If you cannot make it to the event, you have several options (the below options need to be received in writing):

- You may send a substitute delegate in your place, please inform the Customer Care Department of the new name for registration purposes. No additional charges will be applicable for substitutions
- You may transfer at no extra charge to another event, provided you do so in writing at least 10 working days before the event. Transfers within the 10 working days will be charged an administration fee of 20%
- You may cancel your registration, in writing, up to 10 working days before the event takes place. Cancellations inside of 10 days will be liable for the full fee
- Unfortunately, no refund or credit can be given to delegates who do not attend without giving prior notice
- Registrations received during the 10 working days before the event date, will not be excluded from any terms & conditions

In the event of unforeseen circumstances Knowledge Resources reserves the right to change the programme content, the speakers, the venue or the date. You will be notified no less than 5 working days prior to an event. Should the event be postponed, you will have the option to attend the next available date of the relevant event. The registration fee will be credited on delegate accounts, should they opt not to attend the next available date of the relevant event or in the case where an event is cancelled.

PAYMENT

- Cheques should be made payable to Knowledge Resources (Pty)Ltd. Please do not mail any cheques.
- Electronic Transfer or Direct Deposit into our bank account, validated by faxed copy of transaction slip
Nedbank Cresta
Account No.: 1913164489
Branch Code: 191305
FAX: 011 880 8700

Please note: Payment must be received by no later than 15:00 the day before the first morning of the event.

KNOWLEDGE RESOURCES

Crous Knowledge Resources Pty Ltd T/A Knowledge Resources
Ground Floor, The Mews, 173 Oxford Road, Rosebank, 2196
Company Reg. No. 1991/000853/07

Special Offer

- Register 3 delegates and the 4th delegate attends free of charge!
- Special discount for registered NPO's, small businesses (30 or less employees) & full-time lecturers at universities/colleges/schools – contact us for more information!

Registration Methods

- Register online GO TO www.kr.co.za
- Phone Plaxy Kathumba on 011 880-8540
- Fax completed registration form to 011 880-8700 / 9829
- Email completed form to plaxy@knowres.co.za

Once payment has been made please fax through proof of payment with the event's name written in the top right-hand corner

PLEASE NOTE Delegates will not be allowed entry to the event if payment has not been received.

Booking made by

Phone Email

Date Signature

By signing this registration form, the delegates agree to the enclosed terms and conditions

DELEGATE 1

Name Title

Designation

Phone Fax

Cellular Email

Company

Company VAT Number

Postal Address

Postal Code

Dietary Requirements

DELEGATE 2

Name

Title

Designation

Cellular

Fax

Email

Dietary Requirements

DELEGATE 3

Name

Title

Designation

Cellular

Fax

Email

Dietary Requirements

DELEGATE 4

Name

Title

Designation

Cellular

Fax

Email

Dietary Requirements

DELEGATE 5

Name

Title

Designation

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Dietary Requirements

CREDIT CARD PAYMENT

Card Holders Visa / Master Amex Diners Mark appropriate box Expiry Date

Card No. CCV No.

Amount (All prices include VAT)

Date Signature