

A Highly-Appraised & Hands-On 2-Day Public Workshop!

Developing Effective HR Policies & Procedures Manual

Led by
Eunice HL Lee
PMSB Certified Trainer

24 – 25 March 2010 * Eastin Hotel, P.Jaya

Program Objectives

Learn how to systematically gather the necessary information for the Manual
Learn how to ascertain key areas for the development of the Manual
Learn the essential legal implications pertaining to HR Policies
Learn how to manage the HR Manual

Program Content

DAY 1

- **WHY HR POLICY?**
 - Benefits of HR Manual
 - HR Manual as guide and reference point
 - HR Manual as a Managing tool
- **EVALUATION OF EXISTING POLICIES**
 - Reviewing current policies/gray areas and current practices
 - Collating of unwritten policies, practices within the organization
 - Evaluate – Unionize environment and non unionize environment

- Evaluate – One single company or group and types of industries within the group of companies
- **HR MANUAL FRAMEWORK**
 - Sectionalizing/Division of the HR Manual
 - Language, style, font size, margins, layout
 - Paragraphing
 - Approval Process
 - Flowcharts
 - Presentation of the HR Policy Manual
- **WORKSHOP EXERCISE**

DAY 2

- **DEVELOPING STAGE**
 - Contents
 - Forward
 - Policy Writing of Various areas e.g. Employment
 - Drawing up of Flowchart
 - Integration of employment laws into HR Manual
 1. Overtime
 2. Probationers
 3. Retirement Age
 4. EPF
 5. SOCSO
 6. Grievances
 - What terminology to be used or what to avoid
- **IMPLEMENTATION STAGE**
 - Deciding on the applicability of formulating Employee Handbook
 - Operationalizing the HR Manual in the organization
- **WORKSHOP EXERCISE**

Who Should Attend

This program is specially designed for HR Managers/Practitioners who are required to develop their company HR policies and procedures manual. Equally relevant for Non-HR Managers who are interested to learn about HR policies and how to develop a HR procedures manual.

METHODOLOGY

Highly practical and experiential workshop session
Lectures, Discussion, Exercises & Case Studies

ABOUT THE PROGRAM LEADER

Eunice HL Lee *PSMB Certified Trainer*
Principal Consultant, HCD Consulting Sdn Bhd

- Eunice H L Lee has more than 25 years of experience in human resources. She has extensive background in Human Resource Strategic Planning, Operations and Training and Development. She has been exposed in various industries ie retail, financial, insurance, construction, education, engineering consulting, public listed and conglomerate environment. Eunice H L Lee is a certified trainer by Pembangunan Sumber Manusia Berhad.
- In the past 25 years of her career in Human Resources she has experience in the design, management and in setting up Human Resource policies and procedures, Human Resource Integrated System (HRIS), Performance Management system, Compensation and Reward System, `Job Analysis, Job Design and Job Evaluation Process, Job Description, Competency Profiling, Manpower Planning, Succession Planning, and Training and Development.
- She has held positions of Senior Group General Manager, Human Resources of a public listed organization and Head of Human Resources of a conglomerate. She was also very much involved as a KM Team Leader in the journey to transform the company into a knowledge based organization. Her efforts as a KM Team Leader was instrumental to the company winning the Human Capital Development Award in May 2004 and the 1st Malaysia Emerging Knowledge Organisation (MEKO) award in December 2005.
- She has conducted several public training and in-house company training. She has also contributed articles on HRIS and Knowledge Management in magazines and media. Ms Lee has completed Human Resource Consulting assignments with several organizations which includes the areas of Career Management, Training Needs Analysis, Development of Human Resource Manual and Competency Profiling.
- Ms. Lee holds a Master in Business Administration from International Management Centre (IMC), United Kingdom, as well as Certificate in Personnel Management in 1989 from the Malaysian Institute of Personnel Management (MIPM), Certificate in Training Management, Certificate in Knowledge Management and completed Advance Certificate in Knowledge Management from JT Frank Academy.

PROGRAM DETAILS

Developing Effective HR Policies & Procedures Manual

24 – 25 March 2010 * Eastin Hotel, P.Jaya * 9am – 5pm daily

YOUR INVESTMENT

RM1,480 per person. Fee is inclusive of:
Program Manual, Lunch & Refreshments and Certificate of Attendance

EARLY-BIRD RATE

Take 10% OFF the fee! Register and pay before 22 February 2010

GROUP INCENTIVE

10% OFF for 3 or more from the same company.

Note: Discount Offered for Early Bird & Group Incentive is on "Either-Or" Basis only.

Team Attendance Highly Recommended

This is to facilitate successful implementation of the knowledge acquired from the program.

Reservation

Reservations can be made by telephone, fax or by e-mail. Registration is confirmed on receipt of registration form and payment cleared before program date. If unable to do so due to government policy or company procedure, please advise late payment in writing.

Cancellation Policy

Full refund for written notice received 2 weeks before program. No refunds after commencement of program. Substitutions are allowed.

HRD Council: SBL Scheme

RAYMA is an Approved Training Provider with HRDC. This seminar-workshop is claimable under HRDF. Kindly apply through your HR Department.

REGISTRATION FORM: FAX TO 03-7723 2599 TEL: 03-7723 2600

YES! Please register the following participants for the workshop:

Developing Effective HR Policies & Procedures Manual

24 – 25 March 2010 ▪ 9am - 5pm daily ▪ Eastin Hotel, P.Jaya.

Important Note: Payments must be made with your registration / prior to the event date.

Name 1:					
Position:					
DL / Mobile:		E-mail:			
Name 2:					
Position:					
DL / Mobile:		E-mail:			
Name 3:					
Position:					
DL / Mobile:		E-mail:			
Company:					
Address:					
Tel:		Fax:		E-mail:	
Contact Person:					
Position:					
DL / Mobile:		E-mail:			

PAYMENT METHOD

<input type="checkbox"/> By Bank Transfer	<input type="checkbox"/> By Cheque
Remit payment at any Public Bank branch	Cheque # : _____
• A/C Name: RAYMA Sdn Bhd	Amount : _____
• A/C Number: 3081577110	made payable to RAYMA Sdn. Bhd.
Fax us the bank-in slip with this registration form at	Fax this registration form then send with payment
(03) 7723 2599	to RAYMA Sdn Bhd (155878W)
	Unit S2, 2nd Floor,
	Centre Point, Bandar Utama
	47800 Petaling Jaya
	Selangor D.E. Malaysia
Rayma Mobile: 016-363 4922 / 012-408 0030	Tel: (03) 7723 2600 Fax: (03) 7723 2599