5 Days

Writing Effective Policies & Procedures

A Systematic Approach to Getting Things Done at Work

▶ Upcoming Sessions

24-28 Jun 2024	Online	$3,950
11-15 Nov 2024	Online	$3,950
13-17 Jan 2025	Online	$3,950

▶ Training Details

Online Training Course Overview

This highly interactive and practical online training course will comprehensively prepare delegates to skillfully develop and Write Effective Policies and Procedures. The core focus will be on making these fully operative within their organization by considering the full spectrum of issues such as process, workflows, compliance, language, organizational values and culture. Delegates will explore techniques to ensure that Policies and Procedures are welcomed, accepted and fully implemented by all those who need to use them. This online training course provides a definitive guide to creating purposeful Policies and Procedures Documents, demonstrates online resources and even provides editable Templates for future use of all delegates. Distribution of the documents on modern devices such as smartphones and tablets will be explored, and publishing resources identified.

Online Training Course Objectives

By attending this online training course delegates will be able to make a substantial, positive impact on the Policy Management best practices within their organization, more specifically:

- Demonstrate highly effective drafting skills, which will be useful tools in all types of documents
- Analyse the clarity of expression in all documents
- Apply methods to highlight potential problems with existing Policies and Procedures and improve their effectiveness
- Illustrate the impact of non-compliance and build fully compliant procedures
- Demonstrate ability to manage and reduce risk effectively

Designed For

This online course is designed for delegates to build key capabilities to optimize productivity, that enable organizational success through the achievement of corporate goals.

This online training course is suitable to a wide range of professionals but will greatly benefit:

- Human Resource Professionals and Policy Owners and Writers who wish to advance their knowledge and skills
- Managers at all levels who wish to consolidate, refresh and reinforce their knowledge and skills

▶ Training Details

Day One: Diagnostic - Foundation of Policy & Procedure Development

- ▸ Importance of policies and procedures to the organization
- ▸ Hierarchy of documents and types of policy and procedures
- ▸ Mapping of Process and workflow for efficiency and productivity
- ▸ The impact of change on Policies and Procedures
- ▸ The DDIE Strategic Planning Process
- ▸ Considering Organisational Culture and Values

Day Two: Diagnostic and Development of Policy & Procedure

- ▸ Simplifying process with a flow chart
- ▸ Mind mapping as a pre-writing exercise
- ▸ Effective technical writing cycle
- ▸ Defining Key Content that matters
- ▸ Developing A Policy – Best Practice Template Framework & Content
- ▸ Developing A Procedure – Best Practice Framework and Content

Day Three: Governance and Legal Requirements

- ▸ The legal and compliance role of Policies and Procedures
- ▸ The review process and approval
- ▸ The rationale of writing disclaimers
- ▸ Reviewing for absolutes, conditional phrases and other hidden legal issues
- ▸ Importance of Employee Acknowledgment and Compliances
- ▸ The Importance of International Standards –ISO

Day Four: Implementation of Policy & Procedures

- ▸ Change Management strategies to ensure effective implementation
- ▸ Differentiate between visual clarity and visual clutter
- ▸ Enabling users to locate information efficiently
- ▸ Publication formats and related technology
- ▸ Checklist: Is your document format designed for readability?
- ▸ Coordinating and communicating the changes

Day Five: Evaluation

- ▸ Management of the Revision cycle
- ▸ Evaluating the need for changes in policy or procedure
- ▸ Revisions with minimum disruptions inclusive of acceptance
- ▸ Do's and don'ts of electronic policies and procedures
- ▸ Case Studies of Policies and Procedures
- ▸ Action Plan for Sustainability – DDIE and Policy Content Checklist

▶ Preview

10:30 - 11:00	:	Welcome, Setup, Registration
11:00 – 12:30	**:**	**First Session**
12:30 – 12:45	:	Break (15 minutes)
12:45 – 14:15	**:**	**Second Session**
14:15 – 14:30	:	Break (15 minutes)
14:30 – 16:00	**:**	**Third Session**

▶ Accreditation

The use of this official seal confirms that this Activity has met HR Certification Institute's® (HRCI®) criteria for recertification credit pre-approval.

▶ The Certificate

- ‣ Anderson e-Certificate of Completion will be provided to delegates who attend and complete the course
- ‣ The HRCI Approved Provider Seal and the corresponding Recertification Credit Hours Awarded will be reflected on the e-Certificate of Completion.

▶ INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

Call us: +971 4 365 8363

Email: info@anderson.ae

Request for a Tailor-made training and educational experience for your organization now:

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