



**28-29 August 2025**

**Rainbow Towers Hotel, Harare**

# Writing HR Policies and Procedures

## Introduction

As companies start to grow, they need formal HR policies and procedures to effectively manage their human capital. Whether you're writing HR policies and procedures from scratch or updating your existing documentation, it's important to follow certain guidelines to ensure company-wide adoption.

Human resource policies are formal rules and guidelines that businesses put in place to manage their employees. HR procedures, on the other hand, are step-by-step instructions that specify what actions should be taken to comply with these policies. Defining these policies and procedures is one of the core functions of human resource management.

This course will provide the necessary skills for effectively writing HR policies and procedures. The course has been specifically designed for Human Resource professionals, administrators, and managers who are in charge of HR policies and procedures

## Who should attend?

- Professionals working in human resources planning or human resources administration who are directly responsible for developing HR policies and procedures.
- Human resources managers who wish to sharpen their skills in writing HR policies and procedures.

## Investment

**USD 350.00 Per Individual Covering:**

**2 Days Physical Training, Training Material, Teas, Lunch, Certificate of Participation & 12 CPD to attendees**

## Banking Details

**Bank Name: CBZ Bank Limited**  
**Account Name: Insightful Professionals**  
**Account No ZiG: 12027088230020**  
**Account No FCA: 12027088230010**  
**Branch Name: Sapphire House**  
**Branch Code: 6120**

**FOR TRAINING BOOKINGS AND IN-HOUSE TRAINING CONTACT US ON:**  
**+263 78 320 8697**  
**[www.insightfulprofessionals.com](http://www.insightfulprofessionals.com) | [info@insightfulprofessionals.com](mailto:info@insightfulprofessionals.com)**

# Writing HR Policies and Procedures

## Objectives

- Understanding the difference between policies, processes and procedures
- Understanding HR roles and responsibilities
- Understanding the need for HR policies and procedures
- Writing effective HR policy and procedure
- Realise the importance of good quality HR policies and procedures to the overall business
- Write effective organisation business-related HR policies and procedures for implementation throughout their organisation
- Learn the critical importance of designing a stakeholder communication program throughout the company to embed the updated policies and procedures
- Have an opportunity to review and approve the upgraded policies and procedures drafted by their workshop participants

## Course Outline

- Methodology of HR Management
- Human Resources Policies and Procedures
- Development of human resources procedures
- Creating HR Policy, Processes, Procedures
- Techniques of Writing
- Human Resources Management Systems (HRMS) and policies and procedures



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# REGISTRATION FORM

**Name of the Course:**

**BANK NAME: CBZ | INSIGHTFUL PROFESSIONALS**

**AUTHORISING PERSON: ACCOUNT NUMBER FCA: 12027088230010| ZiG: 12027088230020**

<b>Full Names:</b>	
<b>Designation:</b>	
<b>Email Address:</b>	
<b>Company Name:</b>	
<b>Postal Address:</b>	
<b>Postal Code:</b>	
<b>City &amp; Country:</b>	
<b>Nature of Business:</b>	
<b>Date:</b> .....	
<b>Signature:</b> .....	

**By completing and signing the registration form, you acknowledge and accept the terms and conditions**

### DELEGATE/S INFORMATION

Name	Designation	Mobile Number	Email Address

**Terms and Conditions:**

1. Full payment must reflect in our bank account 3 working days prior to the event, Insightful Professionals Academy reserves the right to move the delegate to the next available event should the payment not be received 3 days prior to the event.
2. Cancellations must be made 21 days prior to the event, cancellations received up to 21 days prior to the event will 50 % refund of the conference fee, cancellation received between 21 days and the date event will forfeit the full conference fee, delegate substitute can be made at any time at no additional cost.
3. In case of event postponement or rescheduling, no refund will be made, arrangements for attending the next available event will be considered and Insightful Professionals Academy reserves the right to make such decisions.
4. In the event of a registered delegate not attending the event (no show), no refund will be provided. It is the delegate's responsibility to inform Insightful Professionals Academy of any changes in attendance prior to the event, as per the cancellation policy.
5. Insightful Professionals Academy reserves the right to refuse entry or remove any delegate whose behaviour is deemed inappropriate or disruptive.
6. By attending the event, delegates grant permission to Insightful Professionals Academy to use any photographs or video footage taken during the event for marketing.
7. Insightful Professionals Academy is not responsible for any loss or damage to personal belongings during the event.
8. All materials provided during the event, including but not limited to presentations, documents and videos, are the intellectual property of Insightful Professionals Academy or the respective speakers. Unauthorized use, distribution, or copying of these materials is strictly prohibited.
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