

# Developing Organizational Policies and Procedures

Sep 09 – 10, 2024

Venue: PIM, Lahore.

Rs. 31,000/=

Nov 07 – 08, 2024

Venue: PIM, Islamabad.

Rs. 31,000/=

## Course Description

At every workplace, employees and employers need to share a clear and mutual understanding of their organizational boundaries. There must be a set of integrated guidelines and rules for employees in order to maintain professional & pleasant decorum at workplace. It is only attainable through implementation of transparent policies and procedures in the organization. In addition, these policies & procedures that comply with relevant laws and regulations protect organizations from incurring corporate liability and employee lawsuits.

## LEARNING OUTCOMES

At the end of this two-day exercise based learning sessions, participants will be able to: -

- Understand significance of policies and procedures
- Draft effective policies
- Understand different types of formats
- Align policies with the culture of the organization
- Better understanding of laws and policies
- Deal with barriers in implementation process

## WHO MUST ATTEND?

This course is designed for HR Representatives, Administrators, and other involved in defining, developing the organizational policies.

## COURSE CONTENTS:

- Domain of organizational policies and procedures
- Systematic approach to draft, amend and review customized policies
- Policy language and how to use it differently in different formats
- Communication channels for implementing policies effectively
- Ways to get stakeholders support in developing and implementing policies.

**FOR DETAILS AND REGISTRATION**

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