



DRAFTING EFFECTIVE EMPLOYEES HANDBOOK

HRDCorp Claimable Courses

Duration: 1 Day

Time: 9.00am to 5.00pm

INTRODUCTION:

“People don’t resist change. They resist being changed!”

– Peter Senge –

An Employee Handbook is an important piece of document in any organisation. It is a compilation of the organisation’s policies, procedures, rules, practices and working conditions in a company.

It serves to inform employees of the work rules and to explain the human resource practices and the terms and conditions of employment in greater detail than what is written in a typical employment contract. It also set out the various employee benefits that are accorded to employees. Among other things, an employee handbook should cover everything from dress code and vacation days to employees’ code of conduct and non-discrimination policies. Additionally, it should set the tone for what it’s like to work at a company – Hence, your organisation’s employee handbook isn’t just a list of “what not to do”. It’s also a chance to express your mission statement, and workplace culture. Thus, crafting a comprehensive employee handbook should be a top priority for your organisation.

A good employee handbook provides essential information to help new recruits to settle down. With a well-written, comprehensive handbook, employees always know what is expected of them at work. They know how their employer will address and apply the policies and procedures of the business and what they, as employees, can expect from the employer.

Employers use the policies in an employee handbook to provide the road map to the ethical and legal treatment of employees. They protect themselves from lawsuits, such as harassment claims, wrongful termination claims, and discrimination claims.

As employee handbooks generally contain a code of conduct for employees with guidelines around appropriate behaviour for the individual workplace, there is a shared approach to addressing workplace issues, this is the best potential to create a harmonious, fair, employee and employer supportive workplace. It allows the employer to know that there is mutual understanding with the employees about actions and behaviours that will warrant disciplinary action up to and including employment termination in their workplace.

An employee handbook is thus a critical document for setting clear expectations, and providing policies for all employees to follow, and making it easier for employers to know how to work with employees to deal with problems when they arise.

This full-day workshop will allow you to examine a range of practices and examples from both local and global organisations, experience the opportunity to draft sections of an employee handbook, and apply a ready-to-use template to develop and customise your own organisation's Employee Handbook. To anchor the learning and its application, the workshop incorporates group discussions, matrices and models, simulations and hands-on drafting as well as best practice evaluations.

HOW WILL YOU BENEFIT:

Upon completion of this programme, the participants will be able to:

- ✚ Understanding the purpose and importance of an employee handbook
- ✚ Know more on legal considerations and compliance requirements
- ✚ Understand the application of the Human Resources Management in employee's handbook
- ✚ Tailoring policies to your organization's needs

WHO SHOULD ATTEND?

This workshop is beneficial to HR Executive or professionals and anyone who are tasked with the responsibility for developing/ updating a policy manual or employee handbook, or have a keen interest in doing so. Managers of small and medium enterprises will find this course useful in managing employee relations..

METHODOLOGY:

This course utilizes an interactive lecture approach with an emphasis on discussions which include participants sharing details of their workplace experiences. This stimulating program will maximize the understanding and learning through Lecture, Interactive Discussions, Case studies on all relevant areas Quiz and Role play to ensure participants grasp clearly issues presented.

Pre-test will be given before the class started whereas post-test will be given upon completion of course.

- Real-Time Presentation
- Interactive Lectures
- Sharing/Discussion
- Real-Live Examples
- Quiz
- Q&A sessions

COURSE OUTLINE

MODULE 1: IMPORTANCE AND LEGAL CONSIDERATIONS OF AN EMPLOYEE HANDBOOK

1. Understanding the purpose and benefits of having an employee handbook
2. Exploring the legal framework and compliance requirements in Malaysia
3. Applying relevant employment laws and regulations to the contents of the handbook
4. Addressing common errors and pitfalls in developing an employee handbook

MODULE 2: KEY CONTENTS OF AN EMPLOYEE HANDBOOK

1. Identifying the essential topics and information to include in an employee handbook
2. Structuring and sequencing the contents for clarity and ease of reference
3. Developing appropriate language and sentence construction for effective communication
4. Mapping out policies, procedures, and guidelines to ensure comprehensive coverage

MODULE 3: DRAFTING AND REVIEWING THE EMPLOYEE HANDBOOK

1. Step-by-step guide to drafting a sample employee handbook
2. Incorporating company culture, values, and policies into the handbook
3. Conducting a thorough review process to keep the handbook relevant and up-to-date
4. Addressing frequently asked questions and providing clear explanations

MODULE 4: PRACTICAL APPLICATION AND Q&A SESSION

1. Practical exercises and activities to apply the knowledge and skills learned
2. Group discussions and case studies on employee handbook development
3. Q&A session to address specific concerns and challenges related to developing an employee handbook
4. Sharing best practices and lessons learned from real-life examples

MODULE 5: PRACTICAL AND DRAFTING EXERCISE

1. What to take note during employees' handbook drafting

COURSE SCHEDULE (*TENTATIVE*)

Time	Modules
08:45am – 09:00am	Registration
09:00am – 10:30am	<ul style="list-style-type: none">• Module 1: Importance and Legal Considerations of an Employee Handbook
10:30am – 10:45am	Tea Break
10:45am – 1:00pm	<ul style="list-style-type: none">• Module 2: Key Contents of an Employee Handbook• Module 3: Drafting and Reviewing the Employee Handbook
1:00pm – 2:00pm	Lunch
2:00pm – 3:30pm	<ul style="list-style-type: none">• Module 4: Practical Application and Q&A Session
3:30pm – 3:45pm	Tea Break
3:45pm – 4:45pm	<ul style="list-style-type: none">• Module 5: Practical and drafting exercise
4:45pm – 5:00pm	<ul style="list-style-type: none">• Q & A
5:00pm	End of Program

TRAINER PROFILE

Song Xiu Hui (Camen)

- Bachelor Degree of Hotel Management
- Member of MIHRM
- HRD Corporation Certified Trainer
- IHA Certified Hypnotherapist
- Facilitator
- Human Resources Specialist

Song Xiu Hui also known as Camen is a trainer who very passionate in Personal Development, Leadership and Human Resources Management. She conducted several workshops to the SMEs Human Resources Personnel especially in Employment Act.

Through her experience as Human Resources & Training Manager in SME and multinational companies, she had assisted them in leading their team in achieving Corporate Social Responsibility Score and hit the companies' goals. Not only that, she has also assisted companies' Human Resources Team and SMEs owners to set up the Human Resources Department and consult them in view to avoid from any penalty from Ministry of Human Resources and Industrial Relation cases.

Her passion for the development and transformation of the human potential has led her to involve herself in the area of personal growth and transformation. Her personal learning experience with Experiential Learning has led her to further involve herself in this particular field of learning, which has brought her to more than 9 years of experience in coaching & facilitating team building, leadership & personal development. She facilitates indoor and outdoor training modules designed and customised to an organisation's specific needs. She is also experienced in creating, organising and leading of Treasure Hunts and Races amongst other outdoor company events and trainings.

She is a Licensed and an exempted member of the HRD Corp (Human Resource Development Corporation) certification. Her passion in learning and development has led her to continue upgrading her facilitation, training, coaching and design capabilities with new tools such as Design Thinking, Motivation via Numerology to further enhance and enrich the programs and trainings she creates for her clients and their organisation.

Participation Registration & Fee

To register and to obtain the latest participation fees either for Public Training or In-House Training Series, please email to marketing department at mytrain2@mytrainingmalaysia.com

Registration via online can be done thru our website at www.eliteedge.com.my

ORGANISED BY

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