Training Course on Human Resource Policies for Productivity Improvement

Professional Development Training Course Outline

Category	Human Resource Management	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s dynamic and competitive business environment, Human Resource (HR) policies play a critical role in driving organizational productivity, performance, and employee satisfaction. Effective HR policies ensure that employees are well-informed, engaged, and aligned with company goals. Training Course on Human Resource Policies for Productivity Improvement is designed to equip HR professionals, managers, and organizational leaders with practical strategies, compliance knowledge, and innovative tools to maximize workforce efficiency.

As businesses shift towards a more agile and employee-centric model, mastering modern HR frameworks, employee engagement tactics, performance management systems, and compliance strategies is essential. Participants will gain insights into policy formulation, conflict resolution, remote work protocols, diversity and inclusion practices, and HR metrics that measure performance. This course uses real-world case studies, simulations, and interactive tools to enhance learning and applicability.

Programme Curriculum

Training Course on Human Resource Policies for Productivity Improvement

Introduction

In today’s dynamic and competitive business environment, Human Resource (HR) policies play a critical role in driving organizational productivity, performance, and employee satisfaction.

Effective HR policies ensure that employees are well-informed, engaged, and aligned with company goals. Training Course on Human Resource Policies for Productivity Improvement is designed to equip HR professionals, managers, and organizational leaders with practical strategies, compliance knowledge, and innovative tools to maximize workforce efficiency.

As businesses shift towards a more agile and employee-centric model, mastering modern HR frameworks, employee engagement tactics, performance management systems, and compliance strategies is essential. Participants will gain insights into policy formulation, conflict resolution, remote work protocols, diversity and inclusion practices, and HR metrics that measure performance. This course uses real-world case studies, simulations, and interactive tools to enhance learning and applicability.

Course Objectives

1. Understand the fundamentals of HR policy formulation.
2. Develop skills in employee engagement and workforce motivation.
3. Implement data-driven HR strategies for productivity.
4. Integrate diversity, equity, and inclusion (DEI) into HR policies.
5. Enhance performance appraisal systems for higher accountability.
6. Align HR practices with business objectives.
7. Manage remote and hybrid work environments effectively.
8. Ensure compliance with labor laws and ethical standards.
9. Identify and resolve workplace conflicts using policy tools.
10. Utilize HR analytics and KPIs for continuous improvement.
11. Create onboarding and offboarding procedures to boost productivity.
12. Design training and development programs linked to performance.
13. Foster a culture of accountability and transparency through HR governance.

Target Audience

1. HR Managers and Professionals
2. Business Owners and Entrepreneurs
3. Line Managers and Supervisors
4. Organizational Development Consultants
5. Policy Makers and HR Advisors
6. Corporate Trainers
7. Start-up Founders
8. Operations and Strategy Executives

Course Duration:

10 days

Course Modules

Module 1: Introduction to HR Policies

- Role of HR in modern organizations
- Importance of documented policies
- Types of HR policies
- Aligning policies with business goals
- Understanding policy implementation stages

Module 2: Policy Formulation Techniques

- Steps in drafting HR policies
- Legal and ethical considerations
- Stakeholder input and buy-in
- Formatting and structure standards
- Policy review and revision protocols

Module 3: Employee Onboarding & Induction

- Importance of structured onboarding
- Key components of onboarding programs
- Policy-driven orientation frameworks
- Technology in onboarding
- Measuring onboarding success

Module 4: Employee Performance Management

- Performance appraisal systems
- SMART goals and KPIs
- Feedback and evaluation methods
- Disciplinary policies and productivity
- Linking appraisals to development

Module 5: Leave & Attendance Policy

- Types of leave policies
- Attendance tracking tools
- Remote work and flexible schedules
- Absenteeism management
- Legal aspects of leave policies

Module 6: Diversity, Equity & Inclusion (DEI)

- Building inclusive policies
- Unconscious bias in HR processes
- Equal opportunity practices
- Cultural competency training
- Measuring DEI impact

Module 7: Compensation & Benefits

- Structuring competitive packages
- Policy for bonuses and incentives
- Health and retirement benefits
- Compensation compliance
- Pay equity and transparency

Module 8: Health, Safety & Wellness

- OSHA compliance and safety policies
- Mental health initiatives
- Wellness programs for productivity
- Incident reporting procedures
- Emergency response planning

Module 9: Remote and Hybrid Work Policies

- Guidelines for remote teams
- Communication and accountability
- Digital productivity tools
- Cybersecurity and data policies
- Evaluating remote work performance

Module 10: HR Compliance & Legal Frameworks

- Labor laws and HR obligations
- Employee rights and protections
- Anti-discrimination policies
- Grievance and whistleblower policies
- Policy audits and legal risks

Module 11: Conflict Resolution and Grievance Management

- Types of workplace conflict
- Policy-based mediation tools
- Escalation procedures
- Internal investigation steps
- Maintaining confidentiality

Module 12: Employee Engagement Policies

- Recognition and reward systems
- Feedback mechanisms
- Building a positive work culture
- Engagement surveys and metrics
- Encouraging innovation and input

Module 13: Training and Development Policy

- Identifying training needs
- Creating a skills matrix
- Policy for continuous learning
- Training evaluation tools
- Upskilling and reskilling trends

Module 14: Exit and Offboarding Policy

- Structured exit interviews
- Knowledge transfer processes
- Final settlement and documentation
- Policy for rehire eligibility
- Analyzing turnover data

Module 15: HR Policy Review and Continuous Improvement

- Monitoring policy effectiveness
- Gathering stakeholder feedback
- Updating outdated policies
- Communicating changes effectively
- Embracing HR tech for policy upgrades

Training Methodology

- Live virtual sessions and in-person workshops
- Group discussions and case studies
- Scenario-based simulations
- Real-time assessments and quizzes
- Interactive templates and HR tools

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com