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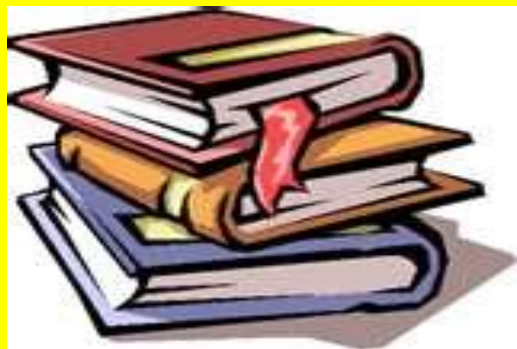
# Designing HR Manual

## Two-Day Workshop

December 21-22, 2009

### ADD VALUABLE SKILL TO YOUR RESUME

Learn to make company-specific HR Manual in this exciting workshop delivered by industry expert



All businesses need company policies and procedures but do not have the requisite expertise to design. Skills learnt from this workshop will not only assist you in designing HR Manual in-house but will also help you in achieving better results from outsourced design of HR Manual.

HR Policy Manuals supplies the policies and procedures that require specialized skill in writing policy manuals. If you are in search of how to write policies, or how to write procedures, or how to write an employee handbook, or how to write standard operating procedures (SOP), or design forms, join us in this workshop.

### Contents of the Workshop

- **BASIC FOUNDATION - ORGANIZATIONAL MANUALS**
- **POLICY**
- **PROCEDURE**
- **HOW TO WRITE A POLICY MANUAL**
- **GUIDELINES FOR WRITING POLICY AND PROCEDURE**
- **GOVERNANCE**
- **HR MANUAL - MAIN POLICIES**
  - POSITION DETAILS AND FUNDING
  - EMPLOYMENT PRACTICES
  - HOURS AND RELATED CONDITIONS
  - LEAVES OF ABSENCE
  - ENVIRONMENT, HEALTH AND SAFETY
  - STAFF DEVELOPMENT, EDUCATION, AND TRAINING
  - TRAVEL & TRANSPORT
  - SALARIES, ALLOWANCES, AND BENEFITS
  - CEASING EMPLOYMENT



**ark Consulting Group**

brings together seasoned professionals who employ result-oriented, proven techniques to deliver training workshops that deliver experiential learning. As leaders in strategic management, human resource development, capacity building, and organization development we ensure that all programs are developed in line with current global management thinking and trends. [www.arkconsulting.pk](http://www.arkconsulting.pk)

### Program Leader

Mr. Khusro P. Malik GPHR is an influential and highly respected, multi-skilled trainer, facilitator and mentor. He holds a Masters degree in Business Administration (University of Ottawa) and a Masters degree in Public Administration (Punjab University). He has worked internationally. He is a certified "Global Professional in Human Resources" from HRCI USA.

### Total Investment

Rs. 14,000 per participant.  
Includes class room training, course material, refreshments, and completion certificate.



For Details & Registration Contact  
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