

Course No. 1929

HR Policies, Procedures & Employee Lifecycle Management Training Course

HUMAN RESOURCES MANAGEMENT
HUMAN RESOURCES & TALENT MANAGEMENT

DURATION

5 Days

DELIVERY

Classroom



Course Overview

The HR Policies, Procedures & Employee Lifecycle Management Training Course provides a comprehensive and practical framework for developing, implementing, and managing effective human resources policies and procedures across the complete employee lifecycle. The course focuses on establishing consistent HR practices that support organizational governance, workforce effectiveness, employee experience, compliance, and strategic business objectives.

Participants will examine the key components of a modern HR policy framework, including recruitment and selection, onboarding, employment conditions, performance management, compensation and benefits, learning and development, employee relations, attendance, leave, disciplinary procedures, career management, internal mobility, and separation. The program emphasizes the importance of clear policies, defined responsibilities, standardized procedures, and consistent application across the organization.

The course also explores employee lifecycle management as an integrated HR process rather than a series of isolated activities. Participants will learn how to map employee journeys, identify critical touchpoints, establish service standards, improve employee experience, manage documentation and approvals, and strengthen coordination between HR and business functions.

Through practical exercises, policy development activities, lifecycle mapping, case studies, and process improvement workshops, participants will develop the capability to design and implement an effective HR policies and procedures framework that is aligned with organizational strategy, workforce requirements, governance principles, and changing workplace expectations.

Objectives

- By the end of the course, participants will be able to:
- Analyze the role of HR policies and procedures in organizational governance and workforce management.
- Develop a structured HR policy framework aligned with organizational strategy and requirements.
- Design clear and consistent HR procedures covering key employee lifecycle stages.
- Map the complete employee lifecycle and identify critical HR touchpoints.
- Establish standardized processes for recruitment, onboarding, development, performance, and

separation.

- Improve employee experience through effective lifecycle management.
- Strengthen consistency, accountability, and transparency in HR decision-making.
- Evaluate HR policies for clarity, effectiveness, compliance, and operational practicality.
- Develop appropriate approval, documentation, communication, and implementation mechanisms.
- Improve coordination between HR, managers, employees, and supporting business functions.
- Identify policy gaps, process inefficiencies, and potential employee relations risks.
- Develop mechanisms for monitoring HR policy effectiveness and procedural compliance.
- Apply change management principles when introducing or updating HR policies.
- Establish continuous improvement practices for HR processes and employee services.
- Develop an integrated HR policies, procedures, and employee lifecycle management framework.

Who Should Attend

This course is designed for HR directors, HR managers, HR business partners, HR specialists, employee relations professionals, talent management professionals, and HR operations teams responsible for developing, implementing, administering, or reviewing HR policies and procedures.

It is also suitable for department heads, line managers, supervisors, organizational development professionals, compliance and governance specialists, legal and employee relations teams, and professionals responsible for workforce planning, employee experience, HR transformation, and organizational effectiveness.

The program is particularly valuable for organizations seeking to standardize HR practices, improve employee experience, strengthen governance, reduce procedural inconsistencies, clarify HR responsibilities, and establish a structured approach to managing employees throughout their organizational lifecycle.

Learning Outcomes

- By the end of the course, participants will be able to:
- Explain the principles of effective HR policy and procedure management.
- Develop an integrated HR policy architecture for an organization.

- Design clear, practical, and employee-focused HR policies.
- Develop standardized HR procedures and workflow processes.
- Map the employee lifecycle from recruitment through separation.
- Identify key employee touchpoints and opportunities for improvement.
- Establish consistent onboarding and employee integration processes.
- Improve processes for performance, development, career progression, and internal mobility.
- Strengthen employee relations and workplace conduct procedures.
- Design effective processes for compensation, benefits, attendance, and leave administration.
- Establish structured disciplinary and grievance procedures.
- Improve HR documentation, approvals, records, and accountability.
- Evaluate policy effectiveness and identify areas requiring revision.
- Develop communication and change management approaches for new HR policies.
- Establish HR process performance indicators and monitoring mechanisms.
- Build a continuous improvement framework for HR policies and employee lifecycle management.

Course Outline

DAY 01

Foundations of HR Policies, Procedures and Governance

- Principles and purpose of HR policies and procedures.
- Relationship between HR governance, organizational strategy, and workforce management.
- HR policy architecture and policy hierarchy.
- Distinguishing policies, procedures, guidelines, standards, and work instructions.
- Roles and responsibilities of HR, managers, employees, and governance functions.
- Policy development principles and documentation standards.
- Policy clarity, consistency, accessibility, and practical application.
- Identifying policy gaps and areas of organizational exposure.
- HR governance, accountability, and decision-making.
- Communicating policies effectively across the organization.

DAY 01 — CONTINUED

PRACTICAL APPLICATION

Assess a simulated HR policy framework, identify gaps and inconsistencies, and develop a prioritized policy improvement plan.

DAY 02

Employee Lifecycle Mapping and Workforce Processes

- Understanding the employee lifecycle and its key stages.
- Recruitment and selection processes.
- Pre-employment requirements and employment documentation.
- Onboarding and employee integration.
- Probation and early-stage employee management.
- Employee data, records, and HR documentation.
- Attendance, working arrangements, leave, and employee services.
- Internal mobility, transfers, promotions, and career movement.
- Employee communication and lifecycle touchpoints.
- Identifying process gaps, duplication, delays, and employee experience issues.

PRACTICAL APPLICATION

Create an end-to-end employee lifecycle map and identify critical touchpoints, responsibilities, service standards, and improvement opportunities.

DAY 03

Performance, Development, Employee Relations and Engagement

- Performance management policies and procedures.
- Goal setting, performance reviews, feedback, and development planning.
- Learning and development processes throughout the employee lifecycle.
- Career development and internal mobility.
- Compensation and benefits administration principles.

DAY 03 — CONTINUED

- Employee engagement and experience considerations.
- Workplace conduct and employee relations.
- Grievance, disciplinary, and conflict management procedures.
- Managing underperformance consistently and fairly.
- Supporting managers in applying HR policies.

PRACTICAL APPLICATION

Review a series of employee lifecycle cases involving performance, development, conduct, and employee relations issues and determine appropriate HR procedures.

DAY 04

Policy Implementation, Compliance and Process Improvement

- Implementing new and revised HR policies.
- Policy approval, governance, ownership, and review cycles.
- HR policy communication and employee awareness.
- Manager enablement and implementation support.
- Documentation, records, approvals, and audit trails.
- Monitoring policy application and procedural consistency.
- Identifying exceptions, recurring issues, and process failures.
- HR process efficiency and service improvement.
- Managing policy changes and organizational transformation.
- Using HR data and feedback to improve policies and procedures.
- Establishing HR service standards and performance indicators.

PRACTICAL APPLICATION

Develop an implementation and communication plan for a major HR policy change and establish measures for monitoring adoption and effectiveness.

DAY 05

Separation, Lifecycle Governance and Strategic HR Process Excellence

- Employee separation and exit management processes.
- Resignation, termination, retirement, and end-of-employment procedures.
- Exit interviews and organizational knowledge retention.
- Final documentation, clearance, benefits, and records management.
- Analyzing employee lifecycle data and trends.
- Identifying recurring workforce and process issues.
- HR service quality and employee experience measurement.
- Policy effectiveness reviews and continuous improvement.
- Integrating HR policies with broader organizational governance.
- Digitalization and automation opportunities in HR processes.
- Building a sustainable HR policies and employee lifecycle management framework.

FINAL WORKSHOP

Develop an integrated HR policies, procedures, and employee lifecycle management framework covering recruitment, onboarding, employment administration, performance, development, employee relations, career movement, separation, governance, communication, performance measurement, and continuous improvement.

Register or Request More Information

Course page: <https://quest-training.com/courses/hr-policies-procedures-employee-lifecycle-management-training-course>

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