Garnet
Garnet Global Training Center

GGT-HR-120

Human Resources

HR Policies & Procedures Design

تصميم سياسات وإجراءات الموارد البشرية

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Intermediate (practitioner)**

Overview

Participants in HR Policies & Procedures Design practise the methods, tools and standards they need to perform reliably and solve problems on the job. Build the people systems that attract, grow and keep the talent an organisation depends on. It runs as a 5-day or 10-day program in English or Arabic, in classrooms in Dubai, Riyadh, Cairo, London, Istanbul and other cities, or live online, and can be delivered in-house.

What you will be able to do

- Apply the methods and standards of HR Policies & Procedures Design to real tasks.
- Use the right tools, checks and calculations step by step.
- Diagnose common problems and identify root causes.
- Interpret data and results correctly and act on them.
- Follow safe, compliant and documented work practices.

Who should attend

HR managers and business partners, recruiters, L&D and reward specialists. Practitioners with one to five years of experience benefit most.

Key topics

- HR strategy aligned to business goals
- Competency frameworks
- Labour law essentials in the region
- Metrics and HR analytics
- Engagement and retention
- Policy and process design

Formats and fees

5-day classroom	**USD 4,750**
5-day online	**USD 2,950**
10-day classroom	**USD 8,950**
10-day online	**USD 5,450**
In-house	**Quotation per group**

Fees per participant, excluding VAT.

Register or ask

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Training: training@garnettrainings.com

Web: garnettrainings.com

Sharjah Publishing City Free Zone, Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 HR Policies & Procedures Design: principles and standards

- Policy and process design
- Regional and international case studies

Day 2 Methods and tools in practice

- HR strategy aligned to business goals
- Competency frameworks

Day 3 Diagnosis and problem solving

- Labour law essentials in the region
- Checklists and templates to take away

Day 4 Quality, safety and documentation

- Metrics and HR analytics
- Group discussion and peer review

Day 5 Workshop, assessment and action plan

- Engagement and retention
- Measurement and reporting

10-day outline

Day 1 HR Policies & Procedures Design: principles and standards

- Policy and process design
- Regional and international case studies

Day 2 Methods and tools in practice

- HR strategy aligned to business goals
- Competency frameworks

Day 3 Diagnosis and problem solving

- Labour law essentials in the region
- Checklists and templates to take away

Day 4 Quality, safety and documentation

- Metrics and HR analytics
- Group discussion and peer review

Day 5 Workshop, assessment and action plan

- Engagement and retention
- Measurement and reporting

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Hands-on workshop on a workplace challenge

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- Common mistakes and how to avoid them

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
10–14 Jan 2027	5-day classroom	Cairo	English	4,750
19–23 Jul 2027	5-day classroom	London	English	4,750
13–24 Sep 2027	10-day classroom	Abu Dhabi	English	8,950
15–19 Nov 2027	5-day online	Live online	English	2,950
21–25 Feb 2028	5-day classroom	Istanbul	English	4,750
12–16 Jun 2028	5-day classroom	Abu Dhabi	Arabic	4,750
2–13 Oct 2028	10-day online	Live online	English	5,450
12–23 Nov 2028	10-day classroom	Muscat	English	8,950
9–13 Apr 2029	5-day classroom	Amsterdam	English	4,750

Dates	Format	City	Language	Fee (USD)
4–8 Jun 2029	5-day classroom	Abu Dhabi	English	4,750
16–27 Jul 2029	10-day classroom	Singapore	English	8,950
17–21 Sep 2029	5-day online	Live online	English	2,950
14–25 Jan 2030	10-day classroom	Barcelona	English	8,950
10–14 Mar 2030	5-day classroom	Riyadh	Arabic	4,750
10–14 Jun 2030	5-day classroom	Dubai	English	4,750
19–30 Aug 2030	10-day online	Live online	English	5,450

Customised and in-house versions of this course are available on request. garnettrainings.com/en/customise/