

AVENTIS
LEARNING GROUP

Developing an Effective Employee Handbook

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Introduction

What is an Employee Handbook?

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.

In terms of legal requirements, employee handbook provides an excellent scope of the responsibilities as an employee and an employer and forms an important part of the employment contract under the Singapore Employment Law. If you already have one, you should ensure that it has been recently updated to comply with the constantly changing policies and practices. Along with saving you time, such manuals can improve employee morale, prevent disagreements and even keep the company out of legal suits.

Introduction

How an Effective Employee Handbook can guide Employees?

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. They can have reasonable expectations that fellow employees with similar issues will receive similar treatment. They share a knowledge base with the rest of the employees, too, and know what is important for the business.

And most importantly, Employees can see the benefits and compensation that they are entitled to receive clearly spelled out. Hence, the handbook serves a quick reference guide to a great deal of information that employees need at work.

How an Effective Employee Handbook useful for Employers?

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.

Learning Outcomes



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.

Course Outline

Module 1: Importance and Legal Considerations of an Employee Handbook

- Understanding the purpose and benefits of having an employee handbook
- Exploring the legal framework and compliance requirements in Singapore
- Applying relevant employment laws and regulations to the contents of the handbook
- Addressing common errors and pitfalls in developing an employee handbook

Module 2: Key Contents of an Employee Handbook

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

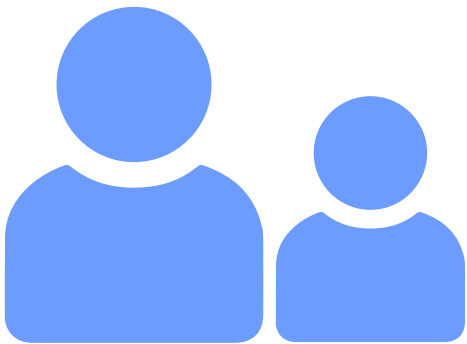
Module 3: Drafting and Reviewing the Employee Handbook

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

Module 4: Practical Application and Q&A Session

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

Who Should Attend?



This workshop is beneficial to HR 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.

Course Details



1 Day
9am - 5pm (Classroom Session)
9.30am - 4.30pm (Virtual Session)



Classroom Learning at
Holiday Inn Orchard City
Centre / **Virtual Learning**
via Zoom



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\$680 Before GST



Trainer's Profile



HR Policy and Governance Expert: Mr Bernard Tay (Master in HR Development and Education, George Washington University, USA)

Bernard brings with him more than 20 years of full-spectrum human resource experience in both the private and public sectors. He has held senior human resource positions and his work experiences span across different sectors ranging from aviation, telecommunication, electronics, appliances, medical and education. Bernard was also a Senior Assessor of the coveted People Excellence and Singapore Quality Award. Bernard also has extensive HR consultancy experience across ASEAN including, Malaysia, Vietnam, Laos, and Myanmar. Bernard holds a first degree in Economics and an honours degree in Sociology from NUS and a Master degree in Human Resource Development and Education is obtained from George Washington University, USA.