



COMPREHENSIVE EMPLOYEE HANDBOOK

Build a Stronger, Compliant & Transparent Workplace

Overview

This training equips HR professionals and SME leaders with essential and practical knowledge to develop a complete employee handbook.

The session combines knowledge with hands-on guidance, covering HR policy structure, statutory leave, and claim procedures to ensure clear, compliant, and business-aligned HR documentation.

Training Objectives

- ✓ Understand the purpose and role of an Employee Handbook
- ✓ Draft clear and compliant leave and claims policies to minimize internal conflicts and promote fairness
- ✓ Align handbook content with company values and culture

**BUILD YOUR HR
FOUNDATION
TODAY**

Who Should Attend?

- SME Business Owners and Directors
- HR Managers and Executives
- Admin or Finance Personnel handling HR matters
- Anyone involved in drafting or implementing company HR policies

**You have the power to build a
compliant & trusted workplace.**

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