

## **HR Policy and Procedure Manual Template**

Note: Delete this and the next three pages once you complete tailoring the template for your own business.

### **Who should use this template?**

This manual is designed to be used by any small business owner or operator who employs people in their business.

### **Why use a HR policy and procedure manual?**

In short this manual helps you to establish robust structure and a basic set rules that you will use to manage your people on a day to day basis.

This is important because using a structured approach from day one will help you to ensure:

- that you meet your basic legal obligations
- that you help your people managers to make consistent and reliable decisions – this promotes a culture of fairness
- that you have established a clear understanding of expectations, rules and consequences
- that you welcome and introduce your employees to your business and their new job

It takes some effort to complete, but brings definite long-term benefits as it will minimise the incidence of people reverting to their own set of rules which in turn reduces disputes or grievances caused by confusion, and it adds to the overall professionalism of your business operations.

### **How to complete this template**

#### **Designed to be customised**

# Human Resources Operations Manual Template

**Lynn Van der Wagen**



## **Human Resources Operations Manual Template:**

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*Human Resource Management for the Event Industry* Lynn Van Der Wagen, Lauren White, 2014-10-17 Human Resource Management for Events still remains the only text to introduce students to the unique application of HR principles in the context of a highly complex event environment Linking theory research and application it looks at the purpose and processes of managing such a sizable varied workforce in a highly pressured environment through the differing and various types of events from sporting to arts to business events Since the first edition there have been many important developments in this field and this second edition has been completely revised and updated in the following ways extensively updated content to reflect recent issues and trends including labour markets and industry structure impacts of IT and social media risk management volunteer motivation talent management equal opportunities and managing diversity All explored specifically within the Events Industry extended volunteer chapter including new material on ethics volunteer motivation and satisfaction a new chapter on Internal Communications looks at how an effective internal communication plan can be achieved which is a critical part of HR strategy in the unique event environment updated and new international case studies throughout to explore key issues and show real life applications of HRM in the Events Industry supported with new lecturer and students online resources including power point slides suggested answers to review questions web video links to additional resources and a student test bank Written in a user friendly style each chapter includes international examples bulleted lists guides to further reading and exercises to test knowledge

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**Sport Facility Operations Management** Eric C. Schwarz, Stacey A. Hall, Simon Shibli, 2015-06-05 Anybody working in sport management will be involved in the operation of a sports facility at some point in their career It is a core professional competency at the heart of successful sport business Sport Facility Operations Management is a comprehensive and engaging textbook which introduces cutting edge concepts in facilities and operations management including practical guidance from professional facility managers Now in a fully revised and updated second edition which introduces new chapters on capital investment and operational decision making the book covers all fundamental aspects of sport facility operations management from a global perspective including ownership structures and financing options planning design and construction processes organizational and human resource management financial and operations management legal concerns marketing management and event planning risk assessment and security planning benchmarking and performance management Each chapter contains newly updated real world case studies and discussion questions innovative Technology Now features and step by step guidance through every element of successful sport facilities and operations management while an expanded companion website offers lecture slides a sample course syllabus a bank of multiple choice and essay questions glossary flashcards links to further reading and appendices with relevant supplemental documentation With a clear structure running from planning through to the application of core management disciplines Sport Facility Operations Management is essential reading for any sport management course

**Operational manual on leishmaniasis vector control, surveillance, monitoring and evaluation** World Health Organization, 2023-01-18

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provide valuable insight into China's SHRM and HPWS

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*Research Handbook on Contemporary Human Resource Management for Health Care* Aoife M. McDermott, Paula Hyde, Ariel C. Avgar, Louise FitzGerald, 2024-02-12 This insightful Research Handbook delivers a comprehensive analysis of the significant contemporary trends and issues affecting human resource management HRM for health care and their subsequent impact on individuals organisations and national health services This title contains one or more Open Access chapters

*Handbook of Geriatric Care Management* Cathy Cress, 2011-03-30 A comprehensive guide for Geriatric Care Managers GCMs to help define duties and procedures while providing guidelines for setting up a geriatric care practice from publisher description

**Human Resources Management in the Hospitality Industry** David K. Hayes, Jack D. Ninemeier, 2009 This book approaches hospitality human resource HR management as a decision making practice that affects the performance quality and legal compliance of the hospitality business as a whole Beginning with a foundation in the hospitality industry employment law and HR policies the coverage includes recruitment training compensation performance appraisal environmental and safety concerns ethics and social responsibility and special issues Throughout the book Human Resources Management in the Hospitality Industry focuses on the unique HR dilemmas you face in the hospitality industry

**Armstrong's Handbook of Human Resource Management Practice** Michael Armstrong, Stephen Taylor, 2014-04-03 Armstrong's Handbook of Human Resource Management Practice is the classic text for all students and practitioners of HRM Providing a complete resource for understanding and implementing HR in relation to the needs of the business as a whole it contains in depth coverage of all the key areas essential to the HR function including performance reward employee engagement and HR policy This fully revised and updated thirteenth edition contains an entirely new part covering the increasingly important subject of international human resource management Other new chapters have been added on rewarding special groups and on employment law and the chapters on HRM

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