



Your Strategic Partner in Talent Development

ONLINE TRAINING COURSE

Writing Effective Policies & Procedures

Defining Policies and Procedures for the Electronic Age

21 - 25 February 2021
10 - 14 October 2021
11:00 to 16:00 Dubai [GMT +4]



An ISO Certified Company





➤ Writing Effective Policies & Procedures

Defining Policies and Procedures for the Electronic Age

ONLINE TRAINING COURSE OVERVIEW

This highly interactive and practical online training course will comprehensively prepare delegates to skillfully develop and Write Effective Policies and Procedures. The core focus will be on making these fully operative within their organization by considering the full spectrum of issues such as process, workflows, compliance, language, organizational values and culture. Delegates will explore techniques to ensure that Policies and Procedures are welcomed, accepted and fully implemented by all those who need to use them. This COPEX online training course provides a definitive guide to creating purposeful Policies and Procedures Documents, demonstrates online resources and even provides editable Templates for future use of all delegates. Distribution of the documents on modern devices such as smartphones and tablets will be explored, and publishing resources identified.

ONLINE TRAINING COURSE OBJECTIVES

By attending this COPEX online training course delegates will be able to make a substantial, positive impact on the Policy Management best practices within their organization, more specifically:

- Demonstrate Highly Effective Drafting Skills, Which Will be Useful Tools in All Types of Documents
- Analyse the Clarity of Expression in All Documents
- Apply Methods to Highlight Potential Problems with Existing Policies and Procedures and Improve Their Effectiveness
- Illustrate the Impact of Non-Compliance and Build Fully Compliant Procedures
- Demonstrate Ability to Manage and Reduce Risk Effectively



DESIGNED FOR

This online training course is designed for delegates to build key capabilities to optimize productivity, that enable organizational success through the achievement of corporate goals.

This online training course is suitable to a wide range of professionals, but will greatly benefit:

- Human Resource Professionals and Policy Owners and Writers Who Wish to Advance Their Knowledge and Skills
- Managers at All Levels Who Wish to Consolidate, Refresh and Reinforce Their Knowledge and Skills

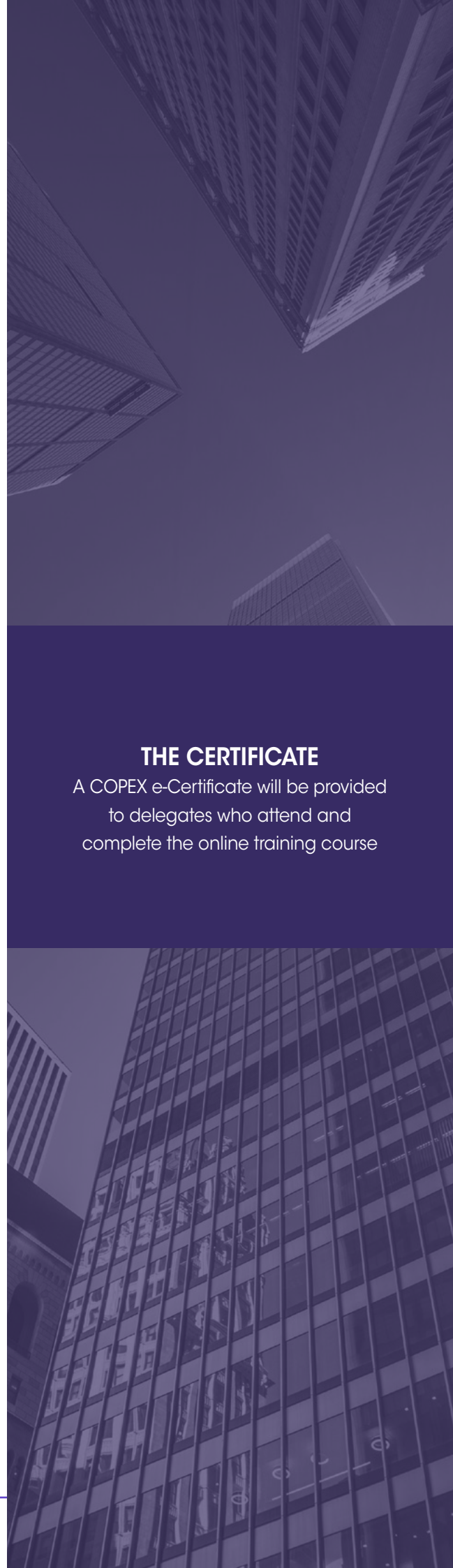
THE COURSE CONTENT

Amongst a wide range of valuable topics, the following will be prioritised:

- Importance of Policies and Procedures to the Organization
- Hierarchy of Documents and Types of Policy and Procedures
- Mapping of Process and Workflow for Efficiency and Productivity
- The Legal and Compliance Role of Policies and Procedures
- The Importance of International Standards – ISO
- Change Management Strategies to Ensure Effective Implementation
- Publication Formats and Related Technology
- Coordinating and Communicating the Changes
- Evaluating the Need for Changes in Policy or Procedure
- Industry Best Practices of Case Studies of Policies and Procedures

THE CERTIFICATE

A COPEX e-Certificate will be provided to delegates who attend and complete the online training course



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Date	Venue	Fees (USD)
21 - 25 Feb 2021	11:00 to 16:00 Dubai [GMT +4]	\$2,350
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REGISTRATION DETAILS (PLEASE USE BLOCK CAPITALS)

Salutation: First Name: Last Name:
Designation: Company:
Tel No.: Mobile No.: Fax: E-Mail:
Mailing Address:
City: Country: Zip Code:

AUTHORISATION (AUTHORISED BY)

Salutation: First Name: Last Name:
Designation: Company:
Tel No.: Mobile No.: Fax: E-Mail:
Mailing Address:
City: Country: Zip Code:

MODES OF PAYMENT

Please Invoice My Company

Please Invoice Me

Cheque Payable To Copex

Hotel Accommodation

Hotel accommodation is not included in the Registration Fee. Special rates and limited number of rooms are available for attendees wishing to stay at the hotel venue.

Please make your request for accommodation at least 3 weeks prior to the commencement of the course.

Cancellations & Substitutions

Cancellation must be made in writing 2 weeks prior to the commencement of the course. A service charge of US\$ 250 will be applicable. Thereafter, full payment is required, but a substitute delegate is welcome at no extra charge.

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