

# How to Write an Employee Handbook

## Introduction & Objective

In order to allow employers and employees to reach a consensus on the implementation of their work, enterprises must develop a standardized set of work rules or manuals to help them quickly understand their work, and their rights and interests. However, how should a complete employee handbook be written? Through this course, participants will understand what to consider when writing the employee handbook, with case study, let the students quickly learn to write a well-planned employee work rules manual and improve their writing skills.

## Target Participants

HR manager, supervisor, or anyone needs to write the employee handbook



## Course Content

1. What is the objective of an Employee Handbook and what is it for?
2. The content of the Employee Handbook
  - A. Beginning: company mission, vision, core values (VMV – Vision, Mission, Values)
  - B. Recruitment and employment contract management: recruitment policy
  - C. Working hours and leaves
  - D. Discipline and rewards and punishments
  - E. Prevention and Employment compensation
  - F. Staff training and development
3. What important things should be noted when writing an Employee Handbook?

Participants can bring an existing employee handbook for reference so that questions can be discussed more effectively.

**Language :** Cantonese, writing a Chinese Employee Handbook

## Methodology

This course will be conducted in an interactive format, including a short mentor, Group discussions, assignments, etc

<b>Date and time</b>	20 <sup>th</sup> May, 2019 (Monday) 9:30am – 5:30pm
<b>Venue</b>	21/F., Gala Commercial Center, 56 Dundas Street, Kowloon (Yaumatei MTR exit A2)
<b>Fee</b>	HKD2,000 / *HKD1,850 (*Discount for payment settled on or before 29 April 2019, or 3 delegates apply together.)
<b>Enquiry</b>	21539887 or training@ced.edu.hk
<b>Enrolment</b>	Please make cheque payable to “ <b>CED School of Business Limited</b> ” and send it together with this form to: CED School of Business, Room 1314, 13/F., Gala Commercial Center, 56 Dundas Street, Kowloon

## Trainer :

### Ms HO

BA (Hons) Social Science (Policy)  
HR & Corporate Trainer

Having many years practical experience in settling monetary disputes between employees and employers. Handled over 5000 phone calls. Currently, she is a HR & Corporate Trainer and the columnist for Recruit HR corner. Her clients come from universities, NPO, NGO and private companies. Just to name a few, such as: Hong Kong Baptist University, Chinese University of Hong Kong, Tuen Mun IVE, Shatin IVE, Hang Seng Management College, Hong Kong Society for the Blind, Aberdeen Kai-fong Welfare Association, Yan Oi Tong YES Program, The Hong Kong FYG Continuous Learning Centre.



## Enrolment Form

### How to Write an Employee Handbook (20 May 2019)

Applicants should fill in all details in block letters and fax to (852) 2770 3230 or e-mail to [training@ced.edu.hk](mailto:training@ced.edu.hk)

Company Name		Contact Person Name:	
Address		Telephone:	
		Position:	
		Email:	
Delegate Name (Mr/Ms)		Delegate Name (Mr/Ms)	
Position		Position	
Telephone	Fax	Telephone	Fax
Mobile:		Mobile:	
Email		Email	

- ✓ Seats are limited and available on a first-come-first-served basis.
- ✓ Confirmation of class schedule will be sent one week before class starts. If you do not receive any confirmation three days prior to the course, please call (852) 2153 9887
- ✓ Payment should be made together with the enrolment form before the course commencement or before the early bird deadline.
- ✓ Applicants are expected to attend the training at the place and time specified in the leaflet. In case of cancellation, please notify us in writing 14 working days prior to the event. Substitutions can be made at any time without penalty.
- ✓ Should a delegate fails to attend or withdraw after cancellation deadline, the full course fee remains payable and no refund.
- ✓ Official receipt will only be issued upon written request.
- ✓ Training Services Provider reserves the right to make alternations regarding arrangements.
- ✓ Which channel do you get the information of this training courses? 1.  Fax 2.  Email 3.  Website 4.  Seminar 5.  Facebook 6.  LinkedIn 7.  Advertisement 8.  Business Manager 9.  Others : (Please specify) \_\_\_\_\_

All the above information will be strictly used by CED School of Business for processing the application of the course only. For the details of the Personal Data (Privacy) Ordinance, please visit: <https://www.pcpd.org.hk/english/files/pdpo.pdf>

I agree and accept the above terms and conditions      Signature : \_\_\_\_\_ Date : \_\_\_\_\_