

# Developing Your Staff Manual (HR professionals)

## Continuing Professional Development

### Instructor:

Antigoni Fakonti & Koulla Michaelidou

### Aim:

To provide an understanding of what a Staff Manual/Handbook is, what it covers and its use and application.

### Objectives:

To provide the participants with an understanding of:

- What a Staff Manual/Handbook is;
- What it covers;
- The advantages and disadvantages of having one;
- Its use and applications;
- Alternatives/how to do without.

### Who should attend the seminar?

- HR Professionals;
- Staff Managers;
- Payroll service providers;
- Junior lawyers;
- Other professionals whose duties include the drafting of employment contracts and addressing labour law matters.

25 April 2023  
10:00-14:30 (4 CPD Units)

**Registrations:**  
Fee: €140  
Click [here](#) to register

**SEMINAR PROGRAMME**

		<b>Developing Your Staff Manual (HR professionals)</b>
<b>Time</b>	<b>Duration</b>	<b>Description</b>
10:00 - 10:40	0:40	<b>Introduction:</b> <ul style="list-style-type: none"> <li>• What is a staff manual;</li> <li>• Do you need one? Why? (advantages and disadvantages)</li> <li>• What does it cover/content;</li> <li>• Use and application;</li> <li>• Responsibility for the staff manual/handbook</li> <li>• Alternatives/how to do without.</li> </ul>
10:40 - 12:00	1:20	<b>Non-regulatory content:</b> <ul style="list-style-type: none"> <li>• Remote working</li> <li>• Expenses policy</li> <li>• Disciplinary rules</li> <li>• Disciplinary procedure</li> <li>• Grievance procedure</li> <li>• Whistleblowing policy</li> <li>• Confidentiality</li> <li>• IT and communications systems policy</li> <li>• Dress code</li> <li>• Travelling policy</li> </ul>
12:00 – 12:15	0:15	<b>C O F F E E B R E A K</b>
12:15 – 12:45	0:30	<b>Regulatory - Sick leave</b> <ul style="list-style-type: none"> <li>• Entitlement</li> <li>• Requirements</li> <li>• Employer’s policy</li> <li>• Social insurance</li> </ul>
12:45 – 13:00	0:15	<b>C O F F E E B R E A K</b>
13:00-14:30	1:30	<b>Regulatory - Maternity leave; Paternity leave; Parental leave</b> <ul style="list-style-type: none"> <li>• Entitlements</li> <li>• Requirements</li> </ul>
<b>TOTAL NET DURATION</b>	<b>4:00</b>	<b>END OF SEMINAR</b>