

HR & PEOPLE · INTERMEDIATE

HR Policy Development and Compliance Documentation

Course overview

This course supports participants to understand, apply and operationalise HR policy development and compliance documentation within institutional, programme or sector contexts. It combines practical instruction, applied examples and implementation-focused learning.

Format	Duration	Dates	Fee
In-person / In-house / Blended	3 Days	October 2026 Provisional	From KES 65,000 Indicative

Who should attend

HR Teams, Senior Managers, Technical Officers, Boards.

Level: Intermediate

Learning outcomes

By the end of this course, participants will be able to:

- Understand the core concepts and institutional relevance of HR policy development and compliance documentation
- Apply practical tools, methods and decision frameworks
- Develop implementation, reporting and improvement actions

Programme modules

1. HR systems and documentation
2. Talent and workforce planning
3. Performance management
4. Workplace culture and accountability

Institutional results

- Better HR systems
- Improved talent and performance management
- Stronger people documentation

Delivery & practical details

Available as in-person, in-house, blended. Venue and joining instructions are confirmed on registration.

October 2026

PROVISIONAL

Assessment & certification

Where applicable, Sanetti issues attendance records, completion confirmation or other agreed training documentation.

Fees & inclusions

Kenya: From KES 65,000. International: From USD 1,800 / Request Quote.

Fees are indicative. Final fees, inclusions and payment terms are confirmed in writing before registration.

Register

Use the link or scan the QR code to register your interest. Your course is filled in automatically.

[Register online](#)



Scan to register

Terms

Dates, fees, duration and delivery scope are confirmed in writing before registration is finalised.

Contacts

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