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COURSE BROCHURE

Human Resources Governance Training Course

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Dar es Salaam

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Registered in the United Kingdom and Saudi Arabia

Human Resources Governance Training Course

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Human Resources Governance is a 1-week training course for HR managers and HR policy owners who need an HR Governance Charter that sets out who decides, who approves and who checks each people decision. Unclear HR authority leads to inconsistent hiring, unexplained pay awards and disputed disciplinary outcomes, and employees and auditors now notice quickly. Jupiter Prime Training treats Human Resources Governance as the working structure behind fair, defensible HR decisions.

Why Human Resources Governance Matters Now

Three pressures shape the subject today. Employees expect consistent treatment and challenge decisions that look arbitrary. Internal auditors and audit committees increasingly sample HR files, testing whether approvals followed the written route. Rapid growth, restructuring and remote teams also spread HR decisions across many line managers, so authority drifts unless it is written down. Organisations with clear policy tiers and delegations resolve grievances faster and defend decisions with evidence; those without them face repeated exceptions, claims and lost confidence. The course draws on widely used principles of internal control, segregation of duties and accountable decision making, described in general terms.

Who Gains Most from Human Resources Governance

- HR managers who approve or route recruitment, pay and disciplinary decisions every week
- Policy owners who draft, version and retire HR policies and their supporting procedures
- HR business partners who advise line managers on where their authority starts and stops
- HR operations leads who run the systems where approvals are recorded
- Employee relations specialists who handle grievances, appeals and escalated cases

The strongest results come when an HR leadership group attends together and agrees one authority route for the whole function.

Human Resources Governance Capabilities

Participants replace informal habits and email approvals with written tiers, limits and checkpoints that hold up under audit.

- Design a tiered HR policy hierarchy separating principles, policies, procedures and forms — policy owners and executives
- Specify delegation limits for hiring, pay changes and dismissals — line managers and HR approvers
- Build an HR committee charter with clear remit, quorum and decision log — committee chairs and members
- Test control points in recruitment, payroll changes and discipline for segregation of duties — internal auditors
- Apply a policy review calendar with owners, triggers and retirement rules — HR leadership
- Communicate HR risk escalation thresholds and routes — senior management and the board

Key Human Resources Governance Terms

- Policy hierarchy — the ranked layers of HR principles, policies, procedures and forms, each with its own approval level
- Delegation of HR authority — the written grant of power to approve specific people decisions up to stated limits
- Committee charter — the document setting an HR committee's purpose, membership, quorum, powers and reporting line
- Control point — a step in an HR process where a check or approval prevents or detects error or misuse
- Segregation of duties — splitting initiation, approval and recording of a decision between different people
- Escalation threshold — the defined trigger at which an HR issue must be raised to a higher authority

Human Resources Governance Day by Day

Day 1: Accountability in People Decisions

- HR Decision Inventory — Which People Decisions Carry the Most Exposure
- Roles of Board, Executives and HR — Locating Ultimate Accountability
- Internal Control Principles for HR — Prevent, Detect and Correct
- Stakeholder Expectations of Fair Treatment — Employees, Auditors and Unions
- Current-State Authority Diagnostic — Finding Gaps and Informal Workarounds

Day 2: Policy Hierarchy and Review Cycles

- Tiered Policy Architecture — Principles, Policies, Procedures and Forms
- Policy Ownership Register — Named Owners and Approval Levels
- Version Control and Policy Numbering — One Current Text for Everyone
- Review Calendar and Trigger Events — When Policies Must Be Reopened
- Policy Retirement and Exception Logs — Closing Outdated Rules Cleanly

Day 3: Delegation of HR Authority

- Delegation Matrix Design — Limits by Grade, Value and Decision Type
- Hiring Approval Routes — Requisition, Offer and Exception Sign-Off
- Pay Change Authorities — Increments, Allowances and Off-Cycle Awards
- Disciplinary and Dismissal Authorities — Fair Process and Appeal Levels
- Sub-Delegation and Absence Cover Rules — Keeping Authority Intact

Day 4: Control Points, Committees and Escalation

- Recruitment Control Points — Conflict Checks and Panel Evidence
- Payroll Change Controls — Segregation Between Request, Approval and Input
- HR Committee Charter Drafting — Remit, Quorum and Decision Log
- HR Risk Escalation Ladder — Thresholds, Routes and Response Times
- People Reporting to the Board — Exceptions, Trends and Open Cases

Day 5: Practising the HR Governance Charter

- Applying the Policy Hierarchy — Classifying a Sample Policy Set
- Applying the Delegation Matrix — Routing Five Contested Case Decisions
- Applying Control Point Tests — Sampling Hiring and Pay Files
- Escalation Scenario Rehearsal — Deciding When to Raise an Issue
- HR Governance Charter — Final Draft for Executive Approval

Applying Human Resources Governance After the Course

- Run a current-state authority diagnostic with HR approvers and map every informal approval route against the delegation matrix
- Lead a review of the policy ownership register, assigning a named owner and review trigger to each live HR policy

Human Resources Governance Questions FAQ

What is human resources governance and why does it matter now?

It is the set of policy tiers, delegations, committees and controls that keep HR decisions accountable. It matters now because employees challenge inconsistent treatment and auditors test whether hiring, pay and discipline followed approved routes.

Which roles gain most from human resources governance training?

HR managers, policy owners, HR business partners, HR operations leads and employee relations specialists gain most, because each one approves, advises on or records people decisions.

How does human resources governance differ from an HR policy writing course?

It covers who holds authority over HR decisions and how that authority is checked, not only the wording of policies. Policy writing is one part; delegations, control points, committees and escalation complete the structure.

What do you bring back from human resources governance training?

You bring back a draft governance charter with a policy hierarchy, a delegation matrix, tested control points and an escalation ladder, ready for executive approval.

Human Resources Governance: The Way Forward

The HR Governance Charter first informs which approvals line managers may give without HR sign-off. HR approvers, policy owners and internal auditors use it to route and test decisions. After its first quarter in use, revisit the delegation limits against real exception logs, since growth and restructuring quickly shift where authority needs to sit.