Consulting and Training | Reach New Heights

Course Name

HR Audit

Sector Name

HR Strategy and Training

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HR Audit

Course Introduction

Mitigate risks

Human Resource (HR) Auditing is a critical process for organizations to ensure compliance, enhance operational efficiency, and align HR practices with business objectives. It involves systematically reviewing policies, practices, procedures, and systems to identify gaps, mitigate risks, and ensure legal and regulatory compliance. With the dynamic nature of labor laws and organizational requirements, conducting regular HR audits helps organizations remain competitive, minimize liabilities, and foster a positive workplace culture.

This comprehensive training will equip participants with the knowledge and tools necessary to conduct thorough HR audits. Each day focuses on a key component of the auditing process, covering aspects from understanding legal frameworks to evaluating HR metrics. The course emphasizes practical application, ensuring participants can design, implement, and analyze HR audits effectively. By the end of the course, participants will have a robust understanding of auditing processes and the ability to recommend improvements aligned with best practices and organizational goals.

Training Course Methodology

This course is designed to be interactive and participatory, and includes various learning tools to enable the participants to function effectively and efficiently. The course will use sessions, exercises, and case applications, and a presentation about proven-by-practice methods, new insights, and ideas about the topic and its effects in the corporate world.

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HR Audit

Target Audience

✓ HR Managers & HR Business Partners
✓ HR Directors & Chief Human Resources Officers (CHROs)
✓ HR Compliance & Employee Relations Specialists
✓ HR Auditors & Internal Audit Professionals
✓ Risk Management & Compliance Officers
✓ External Auditors specializing in HR & Labor Law

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HR Audit

Learning Objectives

- ✓ Understand the fundamental concepts and importance of HR auditing in organizational success.
- ✓ Identify legal and regulatory compliance requirements affecting HR functions.
- ✓ Learn to design and implement effective HR audit processes.
- ✓ Develop skills to analyze audit findings and recommend strategic improvements.
- ✓ Enhance decision-making abilities by leveraging audit data for organizational development.

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HR Audit

Course Outline

✓ 01 Day One

Introduction to HR Auditing

- ✓ Definition and purpose of HR auditing.
- ✓ Types of HR audits (compliance, best practices, strategic, function-specific).
- ✓ Understanding audit scope and objectives.
- ✓ The role of HR auditing in risk management.
- ✓ Key stakeholders in the audit process.
- ✓ Ethical considerations in HR auditing.
- ✓ Tools and techniques for effective auditing.

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HR Audit

Course Outline

✓ 02 Day Two

Legal and Compliance Audit

- ✓ Overview of employment laws and regulations.
- ✓ Assessing policies for legal compliance.
- ✓ Documentation and record-keeping requirements.
- ✓ Identifying and addressing compliance gaps.
- ✓ Auditing hiring, termination, and disciplinary practices.
- ✓ Ensuring wage, hour, and benefits compliance.
- ✓ Handling employee grievances and investigations ethically.

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HR Audit

Course Outline

✓ 03 Day Three

Operational and Functional Audit

- ✓ Evaluating HR policies and procedures for efficiency.
- ✓ Reviewing recruitment and onboarding processes.
- ✓ Assessing performance management systems.
- ✓ Analyzing training and development initiatives.
- ✓ Ensuring effective employee relations strategies.
- ✓ Auditing compensation and benefits structures.
- ✓ Identifying areas for process improvement.

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HR Audit

Course Outline

✓ 04 Day Four

Strategic HR Audit

- ✓ Aligning HR strategies with business objectives.
- ✓ Evaluating workforce planning and talent management.
- ✓ Assessing leadership development and succession planning.
- ✓ Analyzing diversity, equity, and inclusion initiatives.
- ✓ Measuring employee engagement and satisfaction.
- ✓ Using HR metrics for strategic decision-making.
- ✓ Developing action plans based on audit outcomes.

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HR Audit

Course Outline

✓ 05 Day Five

Reporting and Action Planning

- ✓ Compiling audit findings into comprehensive reports.
- ✓ Communicating audit results to stakeholders.
- ✓ Prioritizing issues and recommending solutions.
- ✓ Developing strategic action plans for HR improvements.
- ✓ Monitoring and measuring the effectiveness of changes.
- ✓ Ensuring continuous improvement through follow-up audits.
- ✓ Addressing challenges and barriers in implementing changes.

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 24, 2027	May 28, 2027	5 days	4250.00 $	UAE , Dubai
Aug. 2, 2027	Aug. 6, 2027	5 days	4250.00 $	UAE , Abu Dhabi
Dec. 20, 2026	Dec. 24, 2026	5 days	4250.00 $	KSA , Riyadh
March 15, 2027	March 19, 2027	5 days	5950.00 $	Switzerland , Zurich

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