XCELERATE TRAINING INSTITUTE
your learning & development partner

HUMAN RESOURCES MANAGEMENT (HRM)

HR Audit Training Course

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
8 – 12 Feb 2027	Live online	Online (live)	€1,200
15 – 19 Mar 2027	Bahrain	Classroom	€5,500
16 – 20 Aug 2027	Live online	Online (live)	€1,200

Register or ask a question

Online: staging.x8ti.com/course/hr-audit-training-course/
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HR Audit Training Course

Introduction

Introduction

HR Audit is a diagnostic tool that helps to gauge the current status of effective HR practices and the gaps between current and future needs i.e. the desired state of the aspect being audited. The audit is quite routine and compulsory for Finance as a function since it is statutory compliance however, for HR it is not a mandatory procedure since there is no legal obligation. Nevertheless, it is imperative that human resource audit must be performed periodically to keep the policies and procedures relevant.

A well run and managed human resources audit can help reduce employee turnover, disengagement, and friction. It can also be an enabler of maintaining high morale providing a competitive edge. Audit facilitates smooth and efficient operations of the Human Resource department in the best of its capacity.

Human Resources audit is a comprehensive method of objective and systematic verification of all HR practices in the organization. A deliberate effort to look at human resources (people) and procedures that keep and help them flourish in the system.

It goes beyond hiring and deep dives into every aspect like motivation, compensation and benefits, training and development, budgeting, grievance redresses; absolutely any process or practices that affect the people element of the business.

This Xcelerate training course will empower you in establishing varied objectives like ensuring legal compliance, documentation, policies, and procedures prevalent in the HR domain, thereby qualifying its effectiveness. It helps identify the gaps in the HR processes and scope of improvement.

Learning Objectives

- Understand the HR Audit Process
- Learn the methods and approaches to conduct an HR audit
- Learn the major concerns or challenges one might face while conducting an HR Audit
- Evaluate the system of acquiring, developing, assigning and utilizing human resources in the organization
- Analyze all the aspects of HR Function
- Evaluate the extent to which the line managers implement and follow the policies and programs initiated by top management and HR
- Identify the shortcomings in the existing procedures & way of management
- Evaluate the HR staff and their initiatives for the smooth functioning of the organization
- Ensure legal compliance's, helping maintain and improve the competitive advantage
- Establish efficient documentation, systems, technology practices for enhanced employee engagement

Training Methodology

This workshop is a very collaborative and communicative session where participants from all cultures

participate in this training program and share their own office experiences, successes, and challenges. Customized modules can be arranged for organization specific learning requirements. This program involves group discussions, case studies, and best practices that help lead a successful HR Audit.

Benefits for Your Organization

- Helps identify the contribution of human resources in running the organization successfully
- Enables identifying and taking corrective measures towards the gap identified during the HR Audit
- Directs Human Resources department towards refining their duties and responsibilities as they are the drivers of the HR function in the organization
- Helps identify unique/ unconventional personnel issues, and proactively curate solution to handle the same
- HR Audits can lead to enhanced employee engagement and a greater sense of belonging
- Leads to increased productivity due to genuine feedback from employees that helps improvise the HR policies and procedures, as employees feel listened to and cared for
- Develops competence in dealing with Trade unions thereby leading to strong industrial relations due to congenial bonds
- Reduces conflict and grievance by proactively seeking feedback and responding with actions that address the concerns raised
- Cost-effective HR management due to reduced turnover, thereby permitting the room for utilizing these funds towards other beneficial opportunities

Benefits for you

- Develop expertise and gain exposure in learning about the best HR practices that lead to organizational success and increased profitability
- Learn about the limitations of mediocre policies that impede people engagement at work
- Bond well with employees by including them in the process of reviving HR policies
- Communicate effectively with team members
- Entrust people with responsibilities basis their capability to help them feel engaged
- Save costs occurring from disputes around employee relations
- Conduct audits matching global standards
- Revisit and upgrade HR policies before they are obsolete

Target Audience

Xcelerate training institute has designed this training program on the HR Audit Certification Training Course for individuals at all levels in the Human Resources function, Senior management across functions in the organization and Consultants who are keen to help organizations maximize on their human capital.

HR professionals, Change Management consultants, Independent HR consultants, Employee Engagement specialists, Entrepreneurs would immensely benefit from this course.

Course Outline

Importance of HR Audit

- Importance of Human Capital
- People and Organizational Goal Alignment
- Need for HR to become Business Partners
- Track initiatives, Assess and quantify results and devise a roadmap for course correction
- Elevating HR Department to World Class

Objectives and Rationale of HR Auditing

- Review all aspects of human resources
- Find reasons for success and failures
- Evaluate employee performance
- Identify and work on the area of improvement

Scope of HR Audit

- People at all levels
- Policies and procedures
- Results, Achievements and Failures of policies
- HR Policies and HR Programmers

Benefits of HR Audit

- Gap Identification
- Streamline HR department
- Helps Cost reduction

Frequency of HR Audit

- Once a year Vs. Monthly

HR Audit Process

- Pre-Audit Information
- On-Site Review
- Record Review
- Audit Report

Approaches to HR Audit

- Comparative Approach
- Outside Authority Approach
- Statistical Approach
- Compliance Approach
- Management by Objective

HR Audit Steps

- Determining the scope
- Developing a plan
- Production of report
- Creation of an action plan
- Evaluate the progress

Methods

- Individual Interview method
- Group Interview Method
- Workshop Method
- Questionnaire Method
- Observation

Explore the facts about what the HR’s of some of the best Organizations do

- Group Activity- Study and research the likes of Google/ competitor organizations that are doing some exemplary work

Major concerns

- HR Recruitment Audit
- Employee Discipline Audit
- Organization Development Audit
- Analyze each function to identify challenges and things that might hinder

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Registration Form

HR Audit Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

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Register online
Open the course page