

informatelch



HUMAN RESOURCES AND TRAINING | HRT-008

Certificate in HR Auditing

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Course content

Why Attend

All human resources work has a legal and financial impact on the organization. As such, key human resources employees should ensure the integrity and accuracy of the data they use and the processes they follow in their departments.

One way to ensure this is actually happening is to audit the human resources processes currently in place.

This course is designed to help participants identify the critical areas in human resources that must be audited. It also helps participants decide which questions to ask and determine the minimum requirements for running human resources processes effectively.

Course Methodology

The course is workshop-based, with numerous case studies and team-based activities. Role plays and individual exercises are also incorporated into the course, in addition to a number of presentations by participants.

Course Objectives

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

- Describe the main cycles within the human resources function
- Define what an audit is, describe its history, and explain the priority of auditing and the plan to conduct a proper audit
- Audit the HR organization chart, legal affairs, and administrative services
- Audit the processes in recruitment and selection, training and development, performance management, and compensation and benefits
- Produce a professionally written HR audit report based on factual findings

Target Audience

A background image showing a business meeting. Two people are looking at a document with charts. One chart is titled 'Business activity of company and subdivisions' and the other is 'Relative activity of subdivisions of main company'.

Course content

Target Audience

Managers, supervisors, specialists, team leaders, and officers in human resources functions. The course is also very useful for internal audit professionals who are about to start an audit exercise in the HR department in their organization.

Target Competencies

- HR management
- Auditing policies and procedures
- Presenting and communicating
- Report writing
- Questioning techniques
- Risk assessment

Course outline

Human Resources Management

Definitions and objectives of HRM

The primary functions of HR

Examples of HR organization charts

Recruitment and selection cycle

Training and development cycle

Performance management cycle

Compensation and benefits cycle

The Audit Process

A background image showing a business meeting. Two people are looking at a document with charts. One chart is titled 'Business activity of company and subdivisions' and the other is 'Relative activity of subdivisions of main company'.

Course content

Course outline

History and definition of auditing
Objectives of auditing
Priority of an HR audit
Types of HR audits
Conducting an effective audit
Creating a plan to conduct an HR audit
The audit process

Auditing the Basics

Audit of organization charts
Statutory compliance audit
Audit of employee administration process
Leave administration process
Payroll administration process
Computer-based data management system audit

Auditing HR Core Functions

Recruitment and selection process audit
Workforce planning
Recruitment process
Selection process
Training and development process audit
Training Needs Analysis
Training plans

A photograph of a business meeting. Two people are looking at a document with charts. One person is pointing at a line graph titled 'Business activity of company and subdivisions'. The other person is holding a pen over a pie chart titled 'Relative activity of subdivisions of main company'. The background is a blurred office setting.

Course content

Course outline

- Training design
- Training implementation
- Training evaluation
- Performance management process audit
- System design
- Performance management
- Performance management administration
- Compensation and benefits process audit

HR Audit Reports

- The sections of an HR audit report
- Executive summary
- Introduction
- Audit findings
- Recommendations
- Conclusion
- Appendices
- Effective audit report writing
- HR audit report sample
- Audit follow-up and KPIs

A close-up photograph of a person's hands in a business suit, pointing at a line and area chart on a document. The chart is titled 'Business activity of company and subdivisions' and 'Relative activity of subdivisions of main company'. The background is a blurred office setting with a laptop and other documents.

Seminar dates

Available seminar dates

Live dates and pricing for Certificate in HR Auditing generated from the course details page.

Date	Location	Format	Fee
3 - 7 August 2026	Barcelona - Spain	Classroom	€3,850.-
7 - 11 September 2026	Kuala Lumpur - Malaysia	Classroom	€2,250.-
12 - 16 October 2026	Rome - Italy	Classroom	€4,250.-
9 - 13 November 2026	Munich - Germany	Classroom	€3,450.-
14 - 18 December 2026	Amsterdam - Netherlands	Classroom	€4,250.-

Live online option

Online delivery is available at €1,850.-.