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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

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

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

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

Seminar dates

Available seminar dates

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

Date	Location	Format	Fee
7 - 11 September 2026	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
12 - 16 October 2026	Rome - Italy	Classroom	**€3,400.-**
9 - 13 November 2026	Munich - Germany	Classroom	**€2,760.-**
14 - 18 December 2026	Amsterdam - Netherlands	Classroom	**€3,400.-**
18 - 22 January 2027	Paris - France	Classroom	**€3,600.-**
15 - 19 February 2027	Frankfurt - Germany	Classroom	**€2,600.-**
15 - 19 March 2027	Barcelona - Spain	Classroom	**€3,080.-**
19 - 23 April 2027	Barcelona - Spain	Classroom	**€3,080.-**
17 - 21 May 2027	Rome - Italy	Classroom	**€3,400.-**
21 - 25 June 2027	Munich - Germany	Classroom	**€3,400.-**
19 - 23 July 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
16 - 20 August 2027	Paris - France	Classroom	**€3,600.-**
20 - 24 September 2027	Frankfurt - Germany	Classroom	**€2,600.-**
18 - 22 October 2027	Barcelona - Spain	Classroom	**€3,080.-**
15 - 19 November 2027	Barcelona - Spain	Classroom	**€3,080.-**
20 - 24 December 2027	Rome - Italy	Classroom	**€3,400.-**