

€ TRAINING

HR Business Audit





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Introduction:

Welcome to the HR Business Audit Training Course! In this comprehensive five-day program, we will explore the essential concepts and practices of conducting HR business audits. HR audits play a crucial role in assessing the effectiveness of HR processes, ensuring compliance, and aligning HR practices with organizational goals.

Throughout this course, you will learn how to plan and execute a successful HR audit, evaluate HR policies and procedures, assess talent acquisition and onboarding practices, enhance employee development and performance management, and address compliance and employee relations matters.

By the end of this training, you will have the knowledge and skills to conduct comprehensive HR audits, identify areas for improvement, and develop actionable recommendations for enhancing HR practices. Let's embark on this journey of discovering how HR audits can contribute to organizational success and effectiveness.

Course Objectives:

- Understand the concept and purpose of HR business audits
- Learn how to conduct a comprehensive HR audit
- Identify areas of improvement and risk in HR processes and practices
- Develop strategies to align HR practices with organizational goals
- Gain knowledge of legal and compliance requirements related to HR

Targeted Audience:

- HR professionals and managers
- Business owners and executives responsible for HR functions
- Compliance officers and legal professionals
- Anyone interested in understanding HR audit processes and best practices

Course Outline:

Unit 1: Preparation and Planning

- Introduction to HR business audits and their significance
- Defining the scope and objectives of the audit
- Assessing legal and regulatory compliance requirements
- Developing an audit plan and timeline
- Identifying key stakeholders and their roles in the audit process

Unit 2: HR Policies and Procedures

- Reviewing HR policies, procedures, and employee handbooks
- Evaluating policy effectiveness and adherence
- Assessing documentation and record-keeping practices
- Identifying gaps and areas for improvement
- Developing recommendations for policy enhancements



Unit 3: Talent Acquisition and Onboarding

- Reviewing recruitment processes and practices
- Evaluating the effectiveness of sourcing and selection methods
- Assessing onboarding procedures and employee orientation programs
- Identifying opportunities for enhancing talent acquisition and onboarding
- Developing strategies for attracting and retaining top talent

Unit 4: Employee Development and Performance Management

- Reviewing training and development programs
- Assessing performance management systems and processes
- Identifying gaps in employee development and performance feedback
- Evaluating the effectiveness of goal-setting and performance appraisal practices
- Developing strategies for improving employee development and performance management

Unit 5: Compliance and Employee Relations

- Evaluating compliance with labor laws, regulations, and industry standards
- Reviewing employee relations practices and grievance procedures
- Assessing diversity, equity, and inclusion initiatives
- Identifying potential risks and legal liabilities
- Developing action plans to address compliance and employee relations issues