

€ TRAINING

HR Business Audit

A group of four smiling business professionals (three men and one woman) are seated around a table in a meeting. The woman in the foreground is wearing a black top and a multi-strand necklace. The men are wearing white shirts. The background is a bright, modern office setting.

28 October -
1 November 2024
Madrid (Spain)



HR Business Audit

REF: H2249 DATE: 28 October - 1 November 2024 Venue: Madrid (Spain) - Fee: 5300 Euro

Introduction:

This training program delves into advanced strategies and contemporary approaches in conducting HR business audits, enabling professionals to stay ahead in a dynamic environment. It empowers participants to implement effective audit practices and drive organizational success.

Program Objectives:

By the end of this program, participants will be able to:

- Identify key components of an HR business audit.
- Develop strategies for comprehensive HR auditing.
- Implement effective solutions for identified HR issues.
- Utilize best practices for compliance and risk management.
- Analyze and improve HR processes and policies.

Targeted Audience:

- HR Managers.
- HR Auditors.
- Compliance Officers.
- HR Consultants.
- Senior HR Executives.

Program Outline:

Unit 1:

Introduction to HR Auditing:

- Understanding the purpose and scope of HR audits.
- Key components of an HR audit.
- Legal and regulatory considerations.

- Benefits of conducting regular HR audits.
- Common challenges in HR auditing.

Unit 2:

Planning and Preparing for an HR Audit:

- Developing an audit plan and checklist.
- Gathering and organizing necessary documents.
- Identifying key stakeholders and areas of focus.
- Setting audit objectives and goals.
- Communicating the audit process to the organization.

Unit 3:

Conducting the HR Audit:

- Collecting and analyzing data.
- Conducting interviews and surveys.
- Reviewing HR policies and procedures.
- Assessing compliance and risk management.
- Documenting findings and observations.

Unit 4:

Reporting and Communicating Audit Results:

- Preparing the audit report.
- Highlighting key findings and recommendations.
- Presenting the audit report to stakeholders.
- Addressing feedback and questions.
- Developing an action plan for improvements.

Unit 5:

Implementing and Monitoring Improvements:

- Prioritizing and implementing audit recommendations.
- Tracking progress and measuring success.
- Continuous improvement in HR practices.
- Regularly updating and reviewing audit processes.
- Ensuring sustainability and compliance.