MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

EFFECTIVE HUMAN RESOURCES AUDIT

"Enhancing HR Practices, Compliance, and Organizational Performance through Rigorous Auditing"

Schedule

Date	Venue	Fees (Face-to-Face)
06 – 10 Jul 2026	London, UK	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

This course is designed to equip HR professionals and internal auditors with the tools and techniques needed to conduct comprehensive human resources audits. Participants will learn to assess HR policies, practices, and processes to ensure legal compliance, improve operational efficiency, and align HR activities with organizational goals.

Objectives

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

- Understand the scope and purpose of HR audits
- Assess HR policies, procedures, and practices for compliance and effectiveness
- Identify gaps and recommend improvements in HR operations
- Develop risk-based HR audit plans
- Provide actionable audit reports that enhance HR performance

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Why Attend

- Gain practical skills in conducting end-to-end HR audits
- Ensure HR compliance with labor laws and regulations
- Identify inefficiencies and opportunities for improvement
- Enhance the alignment of HR practices with business strategy
- Build a strong foundation for continuous HR improvement

Target Audience

This program is designed for:

- HR managers and HR officers
- Internal auditors and compliance officers
- HR consultants and business partners
- Line managers involved in HR processes
- Anyone responsible for HR quality and compliance

Individual Benefits

Key competencies that will be developed include:

- Mastery of HR audit frameworks and methodologies
- Enhanced ability to evaluate HR risks and controls
- Stronger reporting and communication skills for audit findings
- Practical knowledge of labor laws and HR compliance requirements
- Confidence in driving continuous improvement in HR practices

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- More effective HR audit programs aligned with organizational priorities
- Improved compliance with employment laws and regulations
- Enhanced HR service delivery and operational efficiency
- Stronger HR governance and risk management
- Increased stakeholder confidence in HR practices

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Instructor-led sessions on HR audit frameworks
- Case study analysis and industry examples
- Group workshops on developing and conducting HR audits
- Hands-on exercises in data collection and reporting
- Peer discussions to share experiences and insights

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Course Outline

Detailed 5-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Introduction to HR Auditing

- Module 1: Understanding HR Audits
- Purpose and benefits of HR audits
- Scope and types of HR audits
- Key stakeholders and their expectations
- Module 2: Legal and Regulatory Environment
- Overview of labor laws and HR compliance requirements
- Common HR compliance risks
- Ethical considerations in HR auditing
- Module 3: HR Audit Frameworks and Standards
- International HR audit models
- Establishing audit criteria and benchmarks
- Integrating HR audits into organizational governance

Day 2: Planning the HR Audit

- Module 4: Preparing for the Audit
- Defining audit scope and objectives
- Assembling the audit team and assigning roles
- Developing audit tools, checklists, and templates
- Module 5: Risk-Based HR Audit Planning
- Identifying key risk areas in HR functions
- Prioritizing audit focus areas
- Setting timelines and resource plans
- Module 6: Workshop – Developing an HR Audit Plan
- Creating a sample audit plan
- Identifying data sources and collection methods
- Group feedback and refinement

Day 3: Conducting the Audit

- Module 7: Data Collection and Analysis
- Conducting interviews, surveys, and observations
- Reviewing HR records, policies, and procedures
- Analyzing data for trends and gaps
- Module 8: Identifying Audit Findings
- Assessing HR practices against benchmarks
- Recognizing non-conformities and best practices
- Root cause analysis and prioritization of issues
- Module 9: Workshop – Conducting a Simulated HR Audit
- Practicing audit techniques
- Recording findings and observations
-

Sharing learning points

Day 4: Reporting and Communicating Results

- Module 10: Writing Effective HR Audit Reports
- Structuring audit reports for clarity and impact
- Providing actionable recommendations
- Tailoring reports for various audiences
- Module 11: Presenting Audit Results
- Communicating findings to senior management
- Engaging HR teams in corrective action planning
- Overcoming resistance and driving change
- Module 12: Workshop – Drafting and Presenting an Audit Report
- Preparing a mock report
- Presenting key findings
- Peer and instructor feedback

Day 5: Strengthening HR Audit Practices

- Module 13: Follow-Up and Monitoring
- Tracking implementation of audit recommendations
- Measuring improvements and outcomes
- Integrating audits into continuous improvement cycles
- Module 14: Enhancing Audit Effectiveness
- Reviewing and refining the audit process
- Leveraging technology and automation
- Benchmarking and adopting industry best practices
- Module 15: Final Workshop – Action Plan for HR Audit Excellence
- Developing a personal or team action plan
- Sharing key insights and takeaways
- Course conclusion and certification

Certification

Participants will receive a Certificate of Completion in Effective Human Resources Audit, demonstrating their ability to conduct comprehensive HR audits that enhance organizational performance and ensure compliance.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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