MAWA EVENTS

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

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

CONDUCTING HUMAN RESOURCE AUDITS

"Ensure Compliance, Improve Efficiency, and Strengthen HR Practices through Structured Audits"

Schedule

Date	Venue	Fees (Face-to-Face)
06 – 08 Oct 2026	Doha – Qatar	USD 2495 per delegate

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

Introduction

As the regulatory and operational landscape of human resources becomes increasingly complex, HR audits have emerged as an essential tool to assess compliance, minimize risk, and align HR practices with strategic business goals. A well-executed HR audit identifies gaps, strengthens governance, and enhances the overall performance of the HR function.

This 3-day intensive course equips HR professionals and auditors with the knowledge, tools, and techniques to conduct comprehensive human resource audits. It combines legal compliance, process evaluation, and strategic alignment to ensure HR practices are efficient, ethical, and aligned with business objectives.

Objectives

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

- Understand the scope, types, and objectives of HR audits
- Plan and execute a structured audit of HR policies, procedures, and systems
- Assess compliance with employment laws, regulations, and internal controls
- Evaluate key HR functions such as recruitment, compensation, performance, and records management
- Develop actionable audit reports and risk mitigation strategies

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Why Attend

- Learn how to systematically assess HR effectiveness and regulatory compliance
- Identify potential risks and liabilities before they impact the organization
- Gain confidence in auditing complex HR functions and systems
- Improve HR's alignment with corporate strategy and governance expectations
- Ensure HR practices are ethical, consistent, and legally sound

Target Audience

This program is designed for:

- HR managers, specialists, and generalists
- Internal auditors and compliance professionals
- HR business partners and consultants
- Employee relations officers and HR operations staff
- Anyone involved in HR governance, risk, or process improvement

Individual Benefits

Key competencies that will be developed include:

- HR audit planning and execution
- Legal compliance assessment and gap identification
- Functional evaluation of core HR processes
- Risk mitigation and audit reporting
- Strategic alignment of HR practices

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved HR compliance and reduced risk of regulatory penalties
- Streamlined HR processes and stronger internal controls
- More consistent and equitable HR practices across the organization
- Enhanced transparency and accountability in HR decision-making
- Stronger HR contribution to business performance and workforce sustainability

Instructional Methodology

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

- Strategy Briefings – Frameworks and standards for HR auditing and compliance
- Case Studies – Real-world HR audit issues and how they were resolved
- Workshops – Policy review, risk assessment, and audit reporting exercises
- Peer Exchange – Discussions on challenges, tools, and audit success factors
- Tools – HR audit checklists, compliance scorecards, and reporting templates

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Course Outline

DETAILED 3-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: Foundations of Human Resource Auditing

- Module 1: Introduction to HR Audits (07:30 – 09:30) • Purpose, types, and scope of HR audits • Internal controls and audit standards
- Module 2: Legal and Regulatory Compliance (09:45 – 11:15) • Employment law, contracts, diversity, and workplace rights • Risk areas and red flags in HR compliance
- Module 3: Workshop – HR Audit Planning (11:30 – 01:00) • Define audit objectives, scope, and team roles
- Module 4: Peer Exchange – Audit Experiences and Lessons Learned (02:00 – 03:30) • Discussion on audit challenges and success factors

Day 2: Auditing Core HR Functions

- Module 1: Recruitment, Onboarding & Workforce Planning (07:30 – 09:30) • Documentation, job descriptions, and fairness compliance
- Module 2: Compensation, Benefits & Payroll (09:45 – 11:15) • Equity, internal controls, and statutory obligations
- Module 3: Workshop – HR Records Review Simulation (11:30 – 01:00) • Evaluate sample records for compliance and process gaps
- Module 4: Employee Relations & Performance Management (02:00 – 03:30) • Grievance handling, discipline, and appraisal system audit

Day 3: Reporting, Follow-Up, and Strategic Alignment

- Module 1: Reporting and Audit Documentation (07:30 – 09:30) • Writing clear audit findings, recommendations, and risk ratings
- Module 2: Strategic HR Auditing (09:45 – 11:15) • Linking audits to business goals and HR strategy
- Module 3: Workshop – Final HR Audit Report Presentation (11:30 – 01:00) • Develop and present audit results for a mock HR case
- Module 4: Course Wrap-Up & Action Planning (02:00 – 03:30) • Participant action plans and audit readiness checklist

Certification

Participants will receive a Certificate of Completion in Conducting Human Resource Audits, validating their capability to evaluate HR practices, ensure legal compliance, and strengthen organizational governance through structured HR audit processes.

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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