

EFFECTIVE EMPLOYEE BENEFITS AUDIT

"Ensuring Compliance, Transparency, and Cost Efficiency in Employee Benefit Programs"

Schedule

Date	Venue	Fees (Face-to-Face)
07 - 11 Dec 2026	London, UK	USD 3495 per delegate

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

Introduction

Employee benefit programs are critical to attracting and retaining top talent—but without proper oversight, they can also become a source of financial risk, compliance violations, and inefficiency. Conducting regular and effective audits of employee benefits ensures that organizations meet regulatory requirements, control costs, and maintain employee trust.

This intensive 5-day course equips HR, finance, and audit professionals with the skills needed to audit employee benefit programs, including health insurance, retirement plans, paid leave, and wellness incentives. Participants will learn to identify inefficiencies, uncover risks, and improve governance frameworks through a structured audit approach.

Objectives

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

- Understand the structure and types of employee benefit programs
- Plan and execute a comprehensive audit of employee benefits
- Assess regulatory compliance and contractual obligations
- Identify errors, fraud risks, and cost inefficiencies
- Deliver actionable audit reports that drive strategic improvements

Why Attend

- To ensure compliance with labor laws, tax codes, and regulatory frameworks
- To control rising employee benefit costs through proactive auditing
- To improve the integrity and effectiveness of benefit offerings
- To identify gaps in administration, vendor contracts, and communication
- To build trust with employees by ensuring benefit fairness and transparency

Target Audience

This program is designed for:

- Internal and external auditors
- HR and employee benefits managers
- Compensation and benefits analysts
- Payroll and finance officers
- Risk and compliance professionals involved in HR audits

Individual Benefits

Key competencies that will be developed include:

- Audit planning, fieldwork, and reporting techniques
- Understanding of benefit plan design, eligibility, and claims
- Regulatory knowledge (e.g., ERISA, GDPR, local employment laws)
- Cost-benefit analysis and vendor performance assessment
- Skills in identifying fraud, abuse, and non-compliance in benefits

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved compliance with labor and tax regulations
- Reduced benefit costs and financial leakage
- Better vendor contract management and monitoring
- Enhanced internal controls and benefit program governance
- Greater employee confidence in HR practices and policies

Instructional Methodology

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

- Strategy Briefings - Global best practices, audit frameworks, and regulatory context
- Case Studies - Real-world audits uncovering benefit plan issues and corrections
- Workshops - Risk assessments, audit planning, and document analysis
- Peer Exchange - Group discussions on benefit program challenges and solutions
- Tools: Audit checklists, sample reports, cost tracking templates, and compliance matrices

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: Foundations of Employee Benefits and Audit Planning

- Module 1: Overview of Employee Benefit Programs (07:30 – 09:30) • Types of benefits – statutory, voluntary, retirement, health, leave
- Module 2: Objectives and Scope of Employee Benefits Audits (09:45 – 11:15) • Purpose, risk focus areas, and audit lifecycle
- Module 3: Workshop – Developing an Audit Plan (11:30 – 01:00) • Defining scope, objectives, and resource needs
- Module 4: Governance, Policies, and Roles (02:00 – 03:30) • HR, finance, third-party administrators, and trustees

Day 2: Regulatory and Compliance Frameworks

- Module 5: Legal and Regulatory Considerations (07:30 – 09:30) • ERISA, FMLA, COBRA, GDPR, tax treatment of benefits
- Module 6: Compliance Testing and Documentation (09:45 – 11:15) • Eligibility rules, benefit limits, reporting accuracy
- Module 7: Workshop – Reviewing Benefit Compliance Documents (11:30 – 01:00) • Policy review and legal documentation checks
- Module 8: Employee Communications and Disclosure (02:00 – 03:30) • Transparency, benefit statements, and grievance handling

Day 3: Financial Reviews and Cost Analysis

- Module 9: Reviewing Benefit Costs and Funding Mechanisms (07:30 – 09:30) • Premiums, reimbursements, reserves, and co-pays
- Module 10: Fraud and Error Risk in Benefits (09:45 – 11:15) • Duplicate claims, ineligible dependents, overpayments
- Module 11: Workshop – Analyzing Claims and Expense Data (11:30 – 01:00) • Identifying anomalies in employee health and retirement plans
- Module 12: Vendor Contract Auditing (02:00 – 03:30) • SLA monitoring, fee structures, and third-party oversight

Day 4: Audit Execution and Internal Controls

- Module 13: Conducting Fieldwork and Gathering Evidence (07:30 – 09:30) • Interviews, records, and system data analysis
- Module 14: Evaluating Internal Controls and Benefit Delivery (09:45 – 11:15) • Approval workflows, error checks, access controls
- Module 15: Workshop – Risk-Based Benefit Audit Checklist (11:30 – 01:00) • Creating audit testing procedures
- Module 16: Performance and Satisfaction Metrics (02:00 – 03:30) • Cost per employee, utilization, and feedback indicators

Day 5: Audit Reporting, Recommendations, and Wrap-Up

- Module 17: Writing the Employee Benefits Audit Report (07:30 – 09:30) • Key findings, ratings, and improvement recommendations
- Module 18: Presenting Audit Results to Stakeholders (09:45 – 11:15) • Communicating with HR, finance, and senior leadership
- Module 19: Workshop – Drafting a Final Audit Summary (11:30 – 01:00) • Simulated reporting session for peer feedback
- Module 20: Final Review, Q&A, and Certification (02:00 – 03:30) • Implementation planning and course wrap-up

Certification

Participants will receive a Certificate of Completion in Effective Employee Benefits Audit, validating their skills in evaluating and enhancing employee benefit programs to ensure compliance, cost-effectiveness, and employee satisfaction.

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TEL:

+601116373203

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info@mawaevents.net

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