

## AUDITING HR PROCESSES TRAINING

*“Learn to evaluate, analyze, and improve HR processes to ensure efficiency, compliance, and alignment with organizational goals.”*

### Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

### Introduction

The Auditing HR Processes Training equips HR professionals, managers, and internal auditors with the knowledge and skills required to systematically review HR functions. This course provides practical tools to examine recruitment, onboarding, performance management, payroll, benefits administration, and compliance procedures. Participants learn how to identify gaps, assess risks, and develop actionable recommendations for process improvement. The training emphasizes practical exercises, case studies, and real-world audit simulations, enabling participants to ensure HR processes are effective, compliant, and strategically aligned.

### Objectives

- Understand the principles and frameworks for auditing HR processes.
- Review and evaluate HR records, policies, and procedures effectively.
- Identify inefficiencies, risks, and compliance issues within HR operations.
- Develop audit plans, including scope, methodology, and reporting structure.
- Create actionable recommendations to improve HR processes and controls.
- Ensure HR processes align with organizational objectives and legal requirements.

## Why Attend

- Gain expertise in auditing HR operations systematically.
- Learn how to identify process gaps and propose actionable improvements.
- Enhance compliance with legal, regulatory, and organizational standards.
- Strengthen your ability to make HR processes more efficient, transparent, and accountable.

## Target Audience

- HR managers, supervisors, and officers responsible for HR operations.
- Internal auditors seeking specialization in HR audits.
- Professionals responsible for compliance, HR policy implementation, or process improvement.
- HR consultants aiming to improve client HR systems and controls.

## Individual Benefits

- Acquire practical skills to plan and conduct HR audits professionally.
- Develop competence in evaluating recruitment, performance, payroll, and benefits processes.
- Gain expertise in identifying HR risks and designing corrective actions.
- Improve communication skills for presenting audit findings and recommendations.

## Organizational Benefits

- Enhanced HR process efficiency and reliability.
- Improved compliance with labor laws, organizational policies, and regulatory standards.
- Better decision-making through evidence-based insights into HR operations.
- Reduced operational risks and improved accountability in HR management.

## Instructional Methodology

- Interactive lectures on auditing principles, frameworks, and standards.
- Case studies analyzing real HR audit scenarios.
- Role-playing and simulations of HR audits.
- Group exercises to develop audit plans, conduct reviews, and prepare reports.
- Practical demonstrations of auditing recruitment, payroll, benefits, and performance management systems.

## Course Outline

### 1. Introduction to HR Auditing

- Definition, purpose, and scope of HR audits.
- Auditing frameworks, standards, and best practices.

### 2. Recruitment and Selection Process Audits

- Evaluating job postings, applications, and interview processes.
- Reviewing selection criteria and hiring documentation.

### 3. Performance Management Audits

- Assessing performance appraisal systems.
- Evaluating feedback mechanisms, promotions, and development plans.

### 4. Payroll and Benefits Audits

- Reviewing payroll records, deductions, and allowances.
- Assessing benefits administration, compliance, and reporting.

### 5. Compliance and Data Management Audits

- Ensuring adherence to labor laws and regulatory requirements.
- Examining recordkeeping, confidentiality, and HR data integrity.

### 6. Reporting and Action Planning

- Preparing audit reports with actionable recommendations.
- Communicating findings to management and stakeholders effectively.

### 7. Case Studies and Practical Exercises

- Conducting mock audits of HR processes.
- Hands-on analysis and evaluation of real or simulated HR records.

## Certification

Participants will receive a **Certificate in Auditing HR Processes** upon successful completion, validating their ability to systematically evaluate and improve HR functions.

## 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:

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