

## CERTIFICATE IN HR AUDIT

*“Master the skills to audit HR functions systematically and ensure compliance, efficiency, and strategic alignment.”*

### Schedule

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

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

### Introduction

The **Certificate in HR Audit** equips HR professionals, internal auditors, and managers with the tools and knowledge to evaluate HR processes comprehensively. This course emphasizes auditing recruitment, performance management, payroll, compliance, and other HR operations to ensure they meet legal requirements and organizational objectives. Participants will gain practical skills to identify gaps, assess risks, implement corrective measures, and present audit findings effectively. The training combines case studies, real-world examples, and hands-on exercises to ensure participants can confidently conduct HR audits in their organizations.

### Objectives

- Understand the principles, scope, and frameworks of HR auditing.
- Evaluate HR policies, processes, and documentation for compliance and effectiveness.
- Identify gaps, risks, and inefficiencies in HR operations.
- Develop detailed HR audit plans and methodologies.
- Provide actionable recommendations to improve HR processes.
- Align HR auditing with organizational strategy and legal requirements.

## Why Attend

- Gain expertise in auditing HR processes systematically and efficiently.
- Learn to identify process weaknesses and recommend improvements.
- Enhance compliance with legal, regulatory, and organizational standards.
- Strengthen your ability to contribute to organizational efficiency and risk management.

## Target Audience

- HR managers, supervisors, and officers responsible for HR operations.
- Internal auditors and compliance professionals seeking specialization in HR audits.
- Organizational leaders interested in improving HR processes and governance.
- HR consultants aiming to offer auditing services to clients.

## Individual Benefits

- Acquire practical skills to conduct comprehensive HR audits.
- Gain confidence in evaluating recruitment, performance management, payroll, and benefits.
- Learn to create audit reports and present findings to management effectively.
- Improve your ability to recommend corrective actions and process enhancements.

## Organizational Benefits

- Ensure HR processes are efficient, compliant, and aligned with business objectives.
- Reduce organizational risks related to non-compliance or process inefficiencies.
- Enhance accountability, transparency, and governance in HR operations.
- Support continuous improvement and strategic alignment of HR functions.

## Instructional Methodology

- Interactive lectures covering auditing principles, frameworks, and standards.
- Case studies and practical examples of HR audit scenarios.
- Workshops to develop HR audit plans and methodologies.
- Role-playing exercises to simulate real-world audit situations.
- Group discussions and exercises to practice analyzing HR processes and generating recommendations.

## Course Outline

### 1. Introduction to HR Auditing

- Purpose, scope, and benefits of HR audits.
- HR audit frameworks, standards, and methodologies.

### 2. Recruitment and Selection Audits

- Evaluating hiring processes, documentation, and compliance.
- Assessing selection criteria and recruitment effectiveness.

### 3. Performance Management Audits

- Reviewing appraisal systems, feedback mechanisms, and employee development.
- Ensuring alignment with organizational goals.

### 4. Payroll and Benefits Audits

- Examining payroll records, allowances, and statutory benefits.
- Evaluating compliance and accuracy in HR operations.

### 5. Compliance and Legal Audits

- Reviewing adherence to labor laws, company policies, and regulatory requirements.
- Ensuring HR data integrity and confidentiality.

### 6. Reporting and Recommendations

- Preparing comprehensive HR audit reports.
- Communicating findings and actionable recommendations to leadership.

### 7. Case Studies and Practical Exercises

- Conducting mock audits of HR processes.
- Hands-on practice in evaluating HR records, identifying gaps, and proposing improvements.

## Certification

Participants will receive the **Certificate in HR Audit** upon successful completion, validating their ability to conduct professional HR audits and implement process improvements.

## 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**