

HR Audits – A Step by Step Guide



Are you responsible for due diligence in your Human Resource Department?

This practical, hands on program will introduce you to the audit process & unpack the myths! The program will walk participants through the audit process and give participants some very practical tools for making the process easy.

It is a must for all HR Professionals !

“The general definition of an audit is an evaluation of a person, organization, system, process, project or product.”

Wiki-pedia 2009

The Benefits

This program will give you the knowledge and skills to:

- Demystify the audit process
- Conduct no fuss/ no bother audits & make them simple!
- Realise their importance in the workplace

Who should attend?

This program is designed for HR Professionals, frontline managers, team leaders, supervisors and anyone actively involved in the audit process.

All participants will have access to the facilitator for up to three months following the course via email or telephone.

What you will cover

- What & Who is involved
- Auditor skills
- Audit Process
- Audit reporting
- Audit records
- Measures and Benchmarks
- Role of subject matter specialists
- Conducting an Audit
- Tools
 - HR Audit Questionnaire
 - HR Risk Audit Tool
 - HRM Audit Tool

How it will be delivered

This program is delivered over two modules of three hours each run over two weeks. At the end of the first module participants will be given workplace activities to practice before the next session.