

# informatech



HUMAN RESOURCES AND TRAINING | HRT-008

## Certificate in HR Auditing

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# informatech

A photograph showing a person's hands pointing at a document with various charts and graphs. The document includes a line graph titled 'Business activity of company and subdivisions' and a pie chart titled 'Relative activity of subdivisions of main company'. The background is a blurred office setting with a laptop and other documents.

# Course content

## Why Attend

All human resources work has a legal and financial impact on the organization. As such, key human resources employees should ensure the integrity and accuracy of the data they use and the processes they follow in their departments.

One way to ensure this is actually happening is to audit the human resources processes currently in place.

This course is designed to help participants identify the critical areas in human resources that must be audited. It also helps participants decide which questions to ask and determine the minimum requirements for running human resources processes effectively.

## Course Methodology

The course is workshop-based, with numerous case studies and team-based activities. Role plays and individual exercises are also incorporated into the course, in addition to a number of presentations by participants.

## Course Objectives

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

- Describe the main cycles within the human resources function
- Define what an audit is, describe its history, and explain the priority of auditing and the plan to conduct a proper audit
- Audit the HR organization chart, legal affairs, and administrative services
- Audit the processes in recruitment and selection, training and development, performance management, and compensation and benefits
- Produce a professionally written HR audit report based on factual findings

## Target Audience

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## Target Audience

Managers, supervisors, specialists, team leaders, and officers in human resources functions. The course is also very useful for internal audit professionals who are about to start an audit exercise in the HR department in their organization.

## Target Competencies

- HR management
- Auditing policies and procedures
- Presenting and communicating
- Report writing
- Questioning techniques
- Risk assessment

## Course outline

### Human Resources Management

Definitions and objectives of HRM

The primary functions of HR

Examples of HR organization charts

Recruitment and selection cycle

Training and development cycle

Performance management cycle

Compensation and benefits cycle

### The Audit Process

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# Course content

## Course outline

- History and definition of auditing
- Objectives of auditing
- Priority of an HR audit
- Types of HR audits
- Conducting an effective audit
- Creating a plan to conduct an HR audit
- The audit process

## Auditing the Basics

- Audit of organization charts
- Statutory compliance audit
- Audit of employee administration process
- Leave administration process
- Payroll administration process
- Computer-based data management system audit

## Auditing HR Core Functions

- Recruitment and selection process audit
- Workforce planning
- Recruitment process
- Selection process
- Training and development process audit
- Training Needs Analysis
- Training plans

A photograph of a business meeting. Several people are gathered around a table, looking at and pointing to various charts and documents. One prominent chart is titled "Business activity of company and subdivisions" and shows a line graph with multiple data series. Another chart below it is titled "Relative activity of subdivisions of main company" and shows a bar chart. The scene is lit with a cool blue light, suggesting a professional and analytical environment.

# Course content

## Course outline

Training design

Training implementation

Training evaluation

Performance management process audit

System design

Performance management

Performance management administration

Compensation and benefits process audit

## HR Audit Reports

The sections of an HR audit report

Executive summary

Introduction

Audit findings

Recommendations

Conclusion

Appendices

Effective audit report writing

HR audit report sample

Audit follow-up and KPIs

A photograph showing a person's hands pointing at a document with various charts and graphs, including a line graph titled 'Business activity of company and subdivisions' and a pie chart titled 'Relative activity of subdivisions of main company'.

# Seminar dates

## Available seminar dates

Live dates and pricing for Certificate in HR Auditing generated from the course details page.

Date	Location	Format	Fee
15 - 19 June 2026	Paris - France	Classroom	€4,500.-
20 - 24 July 2026	Frankfurt - Germany	Classroom	€3,250.-
3 - 7 August 2026	Barcelona - Spain	Classroom	€3,850.-
7 - 11 September 2026	Barcelona - Spain	Classroom	€3,850.-
12 - 16 October 2026	Rome - Italy	Classroom	€4,250.-
9 - 13 November 2026	Munich - Germany	Classroom	€3,450.-
14 - 18 December 2026	Amsterdam - Netherlands	Classroom	€4,250.-

**Live online option** Online delivery is available at €1,850.-.