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HUMAN RESOURCES AND TRAINING | HRT-055

Human Resource Auditing Training

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Course content

Why Attend

Why Attend HR auditing helps organizations improve compliance, strengthen HR processes, reduce risk, and enhance workforce effectiveness. A well-executed HR audit provides valuable insights into policies, systems, employee practices, and operational performance. This course equips participants with practical tools to assess HR functions, review documentation, evaluate HR technology, and deliver recommendations that support continuous improvement.

Course Methodology This course uses an interactive and practical approach through presentations, case studies, audit workshops, group discussions, practical exercises, templates, and real workplace examples.

Course Objectives

- Understand the purpose and value of HR auditing
- Apply different types of HR audits effectively
- Review compliance, records, and HR documentation
- Audit core HR functions using structured methods
- Evaluate HR systems and technology controls
- Prepare professional audit reports and recommendations
- Strengthen corrective action follow-up processes
- Support continuous improvement in HR operations

Target Audience

- HR Professionals
- HR Managers
- Internal Auditors
- Compliance Officers
- HR Operations Staff



Course content

Target Audience

• Quality Assurance Professionals

• Anyone responsible for reviewing HR effectiveness and compliance

Target Competencies

• HR Auditing

• Compliance Review

• Process Evaluation

• Risk Assessment

• HR Systems Analysis

• Report Writing

• Continuous Improvement

• Strategic HR Management

Course outline

Day 1: Foundations of HR Auditing

• Purpose and role of HR auditing in modern organizations

• Types of HR audits and their objectives

• Compliance, records, functional, and systems audits

• Defining audit scope, priorities, timing, and resources

• Risks and challenges that make HR audits necessary

• Roles and responsibilities in the audit process

• HR audit cycle: planning, review, reporting, and follow-up

• Exercise: Select suitable audit approaches for sample scenarios



Course content

Course outline

Day 2: Legal Compliance and Documentation Reviews

- Key areas of compliance and documentation audits
- Using laws and regulations as HR benchmarks
- Reviewing employee files, records, and documentation quality
- Checking data accuracy and security controls
- Identifying patterns of risk, errors, and non-compliance
- Case study: Conducting a records and compliance review

Day 3: Auditing Core HR Processes

- Modern HR audits and employee experience focus
- Reviewing end-to-end HR processes effectively
- Auditing recruitment and selection systems
- Auditing training and development practices
- Auditing performance management processes
- Auditing compensation and benefits controls
- Using surveys, interviews, and audit checklists
- Exercise: Review one HR function using audit criteria

Day 4: HR Technology and Software Audits

- Overview of HR technology and software platforms
- Applicant tracking, attendance, payroll, and engagement systems
- Assessing system alignment with HR needs
- Identifying inefficiencies, risks, and compliance gaps
- Reviewing usability, accessibility, and functionality



Course content

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• Security, confidentiality, and data protection checks

• Measuring return on investment in HR technology

• Exercise: Evaluate a sample HR system

Day 5: Reporting Findings and Driving Improvement

• Structuring an effective HR audit report

• Writing with clarity, neutrality, and evidence-based language

• Identifying priority gaps and improvement opportunities

• Presenting findings to leaders and stakeholders

• Corrective action planning after the audit

• Monitoring progress and follow-up methods

• Exercise: Draft an audit report and action plan



Seminar dates

Available seminar dates

Live dates and pricing for Human Resource Auditing Training generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	London - U.K	Classroom	**€3,080.-**
16 - 20 November 2026	Barcelona - Spain	Classroom	**€3,400.-**
7 - 11 December 2026	London - U.K	Classroom	**€3,080.-**
14 - 18 December 2026	Barcelona - Spain	Classroom	**€3,400.-**
21 - 25 December 2026	Istanbul - Turkey	Classroom	**€3,080.-**
4 - 8 January 2027	Frankfurt - Germany	Classroom	**€2,600.-**
1 - 5 February 2027	London - U.K	Classroom	**€3,360.-**
1 - 5 March 2027	Munich - Germany	Classroom	**€3,400.-**
5 - 9 April 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
3 - 7 May 2027	London - U.K	Classroom	**€3,360.-**
7 - 11 June 2027	Istanbul - Turkey	Classroom	**€2,280.-**
5 - 9 July 2027	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
2 - 6 August 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
6 - 10 September 2027	London - U.K	Classroom	**€3,360.-**
4 - 8 October 2027	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
1 - 5 November 2027	Dubai - UAE	Classroom	**€2,040.-**
6 - 10 December 2027	London - U.K	Classroom	**€3,360.-**