

Human Resources Audit

Human Resources



9170



In-Class



16 hours



EGP 6,090

Course Description:

A well-executed and managed human resources audit may help decrease employee turnover, disengagement, and friction. It may also help maintain strong morale and provide a competitive advantage. The audit ensures that the Human Resources department operates smoothly and efficiently to the best of its ability. It assists organizations in staying up to date on current laws and regulations, trends, and practices. The systematic verification of all aspects of human resources, including job analysis and design, recruitment and selection, placement and orientation, training and development, compensation, career progression, motivation, dispute and conflict resolution, and so on, can assist organizations in becoming the best players in their industries.

Target Audience:

This course is intended for HR Leaders and Managers.

Course objectives:

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

- Recognize the strategic importance of human capital and the role of HR audits in aligning individual and organizational goals.
- Evaluate all facets of the HR function to identify performance outcomes, improvement areas, and root causes of success or failure.
- Assess HR policies, procedures, and practices across all organizational levels to ensure consistency and effectiveness.
- Identify gaps and inefficiencies in HR operations to streamline processes and support cost reduction.
- Understand the full HR audit cycle, including timing, pre-audit preparation, on-site review, and reporting.
- Apply a structured approach to conducting HR audits, from scope definition to action planning and progress evaluation.
- Utilize appropriate audit methodologies—interviews, workshops, questionnaires, and observation—to gather reliable data and insights.

Course Outline:

Module 1: Importance of HR Audit:

- The Importance of Human Capital
- Aligning individual and organizational goals
- HR needs to become business partners
- Track initiatives, assess and quantify the outcomes, then create a road plan for course adjustment
- Developing a World-Class Human Resources Department

Module 2: Objectives and Rationale of HR Auditing:

- Evaluate all facets of human resources
- Determine the success causes and failures
- Evaluate employees' performance outcomes
- Work on identifying areas for improvement

Module 3: Scope of HR Audit:

- People at all levels
- Policies and procedures
- Results, Achievements, and Failures of policies
- HR Policies and HR Programs

Module 4: Benefits of HR Audit

- Gap Identification
- Streamline the HR department
- Cost reduction support

Module 5: Frequency of HR Audit and HR Audit Process

- Monthly or once a year
- Pre-Audit Information
- On-Site Review
- Record Review
- Audit Report

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Module 6: HR Audit Steps

- Scope determination
- Plan development
- Report production
- Action plan creation
- Evaluate the progress

Module 7: Methods

- Individual Interview method
- Group Interview Method
- Workshop Method
- Questionnaire Method
- Observation
- HRM.
- Technological Innovations: Examining how technology can be leveraged to support and enhance Green HRM practices.

Assessment Strategy:

Participants will be informally assessed based on their interaction during sessions and their participation in group exercises.

Program language:

English

Prerequisites:

N/A