

# Human Resource Audit



## Programme Description

Understanding the importance of identifying the organizations areas for improvement is essential for organizational development and the aim for continuous improvement is what drives organizations to audit their departments in search for excellence.

Considering the Human Resources department is the key to organization operations, Human Resource Audit on this crucial department is essential for all organizations.

This course will provide participants with tools to being able to highlight areas of weakness in the HR function, as well as areas that can be improved in terms of policies and procedures.

## Target Audience

Human Resource Professionals

## Programme Objectives

At the end of this programme, participants will be able to:

- ✓ Understand the importance of HR Audit to organizational improvement.
- ✓ Explore a checklist that will assist in executing an HR Audit.
- ✓ Enhance their knowledge in HR processes, procedures and policies.
- ✓ Know the functions that should be audited.
- ✓ Review sample questions that can be used when auditing an HR department.
- ✓ Relate between HR Audit and Organizational effectiveness.
- ✓ Conduct an effective HR Audit to an organization.

## Programme Outlines

This comprehensive programme will include the following:

- Introduction to HR Audit
  - The Importance of HR
  - The Importance of HR Audit
  - Challenges
- What and How HR Functions Can Be Measured?
  - What can and cannot be measured?
  - What statistical measures are appropriate?
  - The precision and reliability of current metrics applicable to the HR function
- Developing Benchmarks and Indicators
  - Available and accepted sources for benchmarking
  - Internal development of benchmarks
  - Gaining organizational acceptance of benchmarks
- Conducting the Audit
  - Exercise in conducting an actual Audit
  - Drawbacks and perceptions
  - Internal staffing and outsourcing considerations
- Analysis and Use of Audit Results
  - Quantitative and qualitative methods
  - Statistics for Non-Statisticians
  - Using Audit results in each HR function
  - Developing action plans to address Audit results
  - Reporting and Action Planning
  - Learning review, evaluation and closure