

5-day Interactive Training Course

HR Audits and Compliance

Methodologies and Tools for Conducting Effective Audits

05 Aug - 09 Aug 2024	Dubai - UAE	US\$ 4,950
23 Sep - 27 Sep 2024	London - UK	US\$ 5,950
21 Apr - 25 Apr 2025	Dubai - UAE	US\$ 4,950
14 Jul - 18 Jul 2025	London - UK	US\$ 5,950
11 Aug - 15 Aug 2025	Dubai - UAE	US\$ 4,950
29 Sep - 03 Oct 2025	London - UK	US\$ 5,950



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About the Course

HR Audits and Compliance involve assessing and ensuring that an organisation's human resources practices align with legal requirements and industry standards. This process includes reviewing policies, procedures, and practices related to employment laws, workplace safety, employee benefits, etc. The goal is to identify areas of non-compliance, mitigate risks, and establish frameworks that promote a fair and legally sound workplace environment. By conducting regular audits and implementing corrective actions, organisations can enhance compliance, reduce legal liabilities, and foster a culture of integrity and fairness within their workforce.

Organisations face increasing pressure to ensure compliance with many laws and regulations governing human resources practices. This HR Audits and Compliance training course empowers HR professionals, compliance officers, and auditors with the tools to identify potential risks, mitigate compliance challenges, and enhance organisational resilience. It equips professionals with essential knowledge and skills to navigate this complex landscape effectively. By understanding the foundational principles of HR audits, delegates will learn to conduct thorough assessments of internal policies, procedures, and practices.

Delegates will explore practical methodologies for conducting comprehensive audits, from planning and scoping to reporting findings and implementing corrective actions, exploring emerging trends in HR audit practices, such as integrating technology to streamline audit processes and enhance data security measures. It is designed for them to gain practical skills and knowledge essential for conducting effective audits and ensuring compliance in today's complex regulatory environment. By mastering these competencies, professionals will be better positioned to safeguard organisational integrity, enhance employee trust, and drive sustainable business success.

Core Objectives

The delegates will achieve the following objectives:

- Gain a comprehensive understanding of HR audit principles
- Apply audit planning and scoping techniques to conduct thorough assessments of internal HR policies and procedures
- Analyse audit findings to identify potential compliance gaps and mitigate risks related to employment laws, workplace safety, and data privacy

- Evaluate the effectiveness of audit recommendations and corrective actions in improving organisational compliance and mitigating legal risks
- Develop audit documentation standards and effective communication strategies to report findings to stakeholders and management
- Implement best practices for continuous improvement in HR audit processes, incorporating feedback and lessons learned to enhance audit effectiveness
- Integrate emerging trends in HR audit practices

Training Approach

This training course utilizes a blended learning approach, combining interactive lectures, case studies, and hands-on workshops to ensure the practical application of concepts where delegates engage in collaborative discussions and simulations, fostering a dynamic learning environment that encourages critical thinking and problem-solving skills. The training methodology emphasizes experiential learning, allowing them to apply theoretical knowledge to real-world scenarios and enhance their ability to conduct effective HR audits and ensure compliance within their organisations.

The Attendees

This training course is tailored for professionals across HR, compliance, and audit functions, as well as legal experts and consultants involved in ensuring organisational adherence to regulatory standards.

Likewise, it will be valuable to the professionals but not limited to the following:

- HR Managers and Directors
- Compliance Officers
- Internal Auditors
- Legal Counsel specialising in Employment Law
- Risk Management Professionals
- Operations Managers overseeing HR functions
- Consultants advising on HR policies and compliance

DAILY DISCUSSION

DAY ONE

UNDERSTANDING HR AUDIT ESSENTIALS

- Overview of HR Audits
- Regulatory Frameworks and Compliance Requirements
- Internal Policies and Procedures Review
- Audit Planning and Scope Definition
- Risk Assessment in HR Audits
- Document and Record Management
- HR Audit Tools and Technology
- Legal Considerations in HR Audits

DAY TWO

CONDUCTING HR COMPLIANCE AUDITS

- Wage and Hour Compliance
- Employment Discrimination Audits
- Workplace Health and Safety Audits
- Employee Benefits Audits
- Immigration Compliance
- Diversity and Inclusion Audits
- Contractor and Vendor Compliance
- Auditing Employee Relations Practices

DAY THREE

DATA PRIVACY AND SECURITY AUDITS

- GDPR and Data Protection Audits
- Handling Sensitive Employee Information
- Cybersecurity Measures in HR Practices
- Data Breach Response Procedures
- Employee Monitoring and Privacy Policies
- Compliance with Privacy Laws
- Auditing HR Data Analytics Practices
- International Data Transfer Compliance
- Performance Management Systems

DAY FOUR

HR AUDIT REPORTING AND DOCUMENTATION

- Audit Findings and Analysis
- Reporting to Stakeholders and Management
- Corrective Actions and Remediation Plans
- Communicating Audit Results Effectively
- Continuous Improvement in Audit Processes
- Metrics and Key Performance Indicators (KPIs) in HR Audits
- Audit Documentation Standards
- Integrating Audit Findings into HR Strategies

DAY FIVE

ENHANCING HR AUDIT EFFECTIVENESS

- Stakeholder Engagement and Communication
- Evolving Regulatory Landscape
- Continuous Training and Development for Auditors
- Monitoring Audit Recommendations Implementation
- Auditing HR Technology Systems
- Measuring the Impact of HR Audits
- Best Practices in HR Audit Programs
- Enhancing Audit Reporting Accuracy



THE CERTIFICATE

XCalibre Training Centre Certificate of Completion will be provided to delegates who attended and completed the training course.