Transformation Pillar:
HR Governance, Risk, and Compliance

Certificate in Strategic HR Audit

Assessing the Key Functions of your HR Department

COURSE OVERVIEW

Often in assessing a company's business practices and legal compliance, the emphasis is on the company's financial records. It is equally important, however to assess HR policies and practices, including the less concrete and less tangible areas that deal with employee dignity and well-being. These are harder to measure, but their impact on productivity can be significant. Additionally, poor business practices can lead to very expensive legal sanctions. Just as regular companies ensure proper financial, legal and management practices, HR audits can be valuable tools in assessing policies and practices and ensuring that the company maintains a safe, competent and respectful work environment. They are used to highlight areas of weakness in the HR function, areas that can be improved and even areas where there are no policies or procedures.

The HR audit is broken into areas of evaluation that include what is needed before a company hires any employees all the way through the process of recruiting new employees, bringing them aboard, enrolling them in benefits programs, safeguarding their confidential information, managing, developing, retaining and supporting them, and participating in their exit from the company, if necessary, either voluntarily or otherwise.

This workshop will take you through the various phases of an HR audit and beyond, starting from the "Data Collection and Information gathering" phase all the way through to the often neglected "Action Planning" phase. The process is similar to one that a Human Resources consultant might use in conducting a standard HR audit. However, the structure and presentation of the process will allow you to perform the audit yourselves. The approach adopted breaks the key areas commonly found in Human Resources functions into categories similar to those on which SHRM tests are based. Additional categories are further added to contribute to a more rounded and comprehensive workshop.

WHO SHOULD ATTEND

• HR Generalists • HR Specialists • HR Section Heads
• HR Department Managers • OD specialists

COURSE OBJECTIVES

By the end of this intensive learning journey, you should be able to:

- **Develop** and conduct an HR Audit
- **Investigate** the underlying policies, strategies, systems, techniques, documents, functions, and practices of your department
- **Measure** the effectiveness of your department's procedures and compare against your organisational objectives
- **Apply** different types of benchmarks and indicators to produce an HR Scorecard
- **Use** audit results to construct strategic and operational action plans to address gaps, inefficiencies and regulatory compliance
- **Ensure** your policies and procedures are compliant with regulatory requirements whilst satisfying your business needs
- **Increase** your department's operational and strategic value by embracing HR Analytics
- **Evaluate** and address the quality-based requirements needed to become an ISO-certified HR department

COURSE METHODOLOGY

A balanced approach between PowerPoint presentation and facilitated discussion, individual exercises and group-based activities will show you how to develop and conduct an HR Audit; use different types of benchmarks, metrics and indicators to produce an HR Scorecard; understand the comparative effectiveness of your HR Function and use audit results to construct strategic and operational action plans to address gaps, inefficiencies and regulatory compliance

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