

aractech

Global Learning for Operational Leaders



HUMAN RESOURCES AND TRAINING | HRT-055

Human Resource Auditing Training

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Course content

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

Target Audience

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

Course outline

Detailed course outline

Day-by-day outline for Human Resource Auditing Training.

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

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

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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

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
- Security, confidentiality, and data protection checks

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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

Seminar dates

Available seminar dates

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

Date	Location	Format	Fee
1 - 5 June 2026	Frankfurt	Classroom	€2,275
8 - 12 June 2026	London	Classroom	€2,695
15 - 19 June 2026	Munich	Classroom	€2,975
6 - 10 July 2026	Amsterdam	Classroom	€2,940
20 - 24 July 2026	London	Classroom	€2,975
3 - 7 August 2026	Istanbul	Classroom	€2,695
10 - 14 August 2026	Kuala lumpur	Classroom	€1,575

Live online option

Online delivery is available at €1,250.