

HUMAN RESOURCE (HR) AUDIT

Introduction:

An HR Audit is a valuable management tool that helps organizations assess the effectiveness of their human resource systems, ensure legal compliance, improve employee performance, and align HR practices with strategic business goals. Regular HR Audits contribute significantly to organizational excellence, productivity, and sustainable growth.

Objectives :

- Ensure compliance with applicable labour laws and statutory regulations.
- Align HR policies and practices with organizational strategy and business objectives.
- Identify opportunities for improvement in HR systems and processes.
- Enhance operational efficiency and employee productivity.
- Identify root causes of HR-related issues and opportunities for cost optimization.
- Improve employee morale, engagement, and job satisfaction.
- Adopt and maintain best-in-class HR practices.
- Promote a culture of continuous improvement.
- Evaluate the effectiveness of the HR Department.
- Assess the implementation of HR policies, procedures, and systems.
- Analyze factors affecting productivity and recommend appropriate HRD interventions.
- Evaluate the performance and competencies of HR personnel and employees.
- Review and update HR systems to address emerging challenges.
- Seek answers to critical questions:
 - What happened?
 - Why did it happen?
 - Why did it not happen?
 - What corrective measures are required?

Benefits :

- Assesses the contribution of the HR function to organizational success.
- Identifies gaps between existing practices and desired standards.
- Streamlines HR processes and improves service delivery.
- Encourages greater accountability and professionalism among HR personnel.

- Clarifies HR roles, responsibilities, and expectations.
- Promotes consistency in HR policies and practices.
- Ensures timely compliance with legal and regulatory requirements.
- Reduces HR-related costs through improved procedures and controls.
- Strengthens HR information systems and record management.
- Supports informed decision-making through objective evaluation.

Coverage:

- HR Audit Introduction
- The Value of HR Audit
- Key Auditing Skills
- Approaches to HR Audit
- Computer-Based Data Management System Audit
- HR Audit Reporting
- Data Integrity
- Employee Administration Process Audit
- Techniques of HR Audit
- Organisational Chart Audit
- Recruitment and Selection Process Audit
- Workplace Audit
- Audit and Regulatory Compliance

Methodology :

- HR Audits may be conducted by internal HR professionals, senior management, external HR consultants, or specialized institutions such as the National Productivity Council (NPC).
- The auditor should possess thorough knowledge of HR policies, labour laws, and HR best practices.
- A structured audit checklist should be used to evaluate existing policies and their effectiveness.
- Audits conducted by independent external experts often provide greater objectivity, fresh perspectives, and benchmarking against industry best practices.

Who Should Attend :

CEOs, CFOs, CXOs, HODs, Senior and Middle level Executives of HR Division and Departments.

Duration:

Half-Day (10:00 Hrs to 13:00 Hrs)