

Effective HR Audit Masterclass

Assessing The Key Functions Of Your HR Department

26th – 27th October 2022

Kuala Lumpur (In Person) / Online Training

Course Objective

By the end of this intensive 2-day learning journey, you should be able to:

- **DEVELOP** and **CONDUCT** an HR Audit
- **INVESTIGATE** the underlying policies, systems and practices of your department
- **IDENTIFY** and **PRIORITISE** gaps in your HR practices
- **MEASURE** the effectiveness of your department's procedures and compare against your organisational objectives
- **APPLY** different types of benchmarks and indicators to produce a 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
- **EVALUATE** the quality-based requirements of an ISO-certified HR department
- **ACHIEVE** and **MAINTAIN** world-class competitiveness in key HR areas

Why you Should Attend?

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. 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 programmes, safeguarding their confidential information and managing, developing, retaining and supporting them.

Organized by:



HRDcorp Registered



Course Methodology

Client has the option to choose to participate either below method.

Online Training : *This course will be conducted via Zoom.*

Marriot Group Hotel: *This course will be conducted at the hotel with the trainer on site. Participants will need to bring their own laptop. Lunch/Dinner and 2 networking breaks will also be provided.*

Course Delivery

A balanced approach between PowerPoint presentations and facilitated discussions, 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.

Who Should Attend?

- HR Generalists
- HR Specialists
- HR Section Heads
- HR Department Managers
- OD Specialists

For more details, contact hello@fdb.sg