Certified HR Auditor
Training Program

■ Introduction

Human Resources Audits are a vital means of avoiding legal and regulatory liability that may arise from an organization's HR policies and practices.

HR Audits involve an organization's strategic actions to take an intensely objective look at its HR policies, procedures and practices. This type of comprehensive review of the company's current state can help identify whether specific practice areas or processes are adequate, legal and effective.

The results obtained from this review can help identify gaps in HR practices, and HR can then prioritize these gaps in an effort to minimize lawsuits and regulatory violations, as well as to achieve and maintain world-class competitiveness in key HR practice areas.

■ Main Objective - Purpose

CHRA Program is designed to help your organization focus its attention on its HR Management practices, policies, procedures, processes, and outcomes by providing you with a structured and systematic series of questions about key compliance, risk management, internal auditing, and HR Management issues. HR audits should additionally provide suggestions for corrective action. This program answers the question: **Is the HR Function Fit to Purpose?.**

■ Detailed Objectives

By the end of the program, participants will be able to:

- **Acquire** a comprehensive knowledge to the concept, evolution, and objective of HR Audit.
- **Realize** the meaning of audit and its role in business improvements through HR.
- **Identify** areas of weaknesses in organizational processes related to recruitment and selection, employee records keeping, performance appraisal, and payroll
- **Recognize** various methodologies in evaluating HR and its impact including interviews, Observation, Questionnaires, records and secondary data.
- **Learn & Perform** auditing HR subsystems like recruitment and manpower planning, Performance Management System, training and learning etc.
- **Develop** a detailed and accuracy-focused approach to human resources.
- **Create** a plan of action to improve HR processes in their organization.

■ Program Methodology

The program methodology is based on Lectures designed for HR Audit process domain, with extensive practical applications, & team based activities. Role plays and individual & team exercises are also incorporated extensively in the program in addition to a number of presentations by participants.

■ Target Audience

Senior Management Team, Executive HR Directors, Managers, Supervisors, Specialists, & Team Leaders in the HR functions. The program is also very useful for HR Consultants, & Internal Audit professionals who are about to perform an audit exercise on HR department in their organization.

■ Program Outlines & Plan

The Program; CHRA consists of Five main parts that explains in detail the process of HR Audit, through Five Consecutive days Four hours daily as follows:

1. Day One discusses:
- Defining the HR Function, Its Roles, Responsibilities, and examples on HR Organizational Structures, the evolution of HR Function; "HR Standards".
- Defining and Evolution of the Audit Concept, how to initiate good Audit, preparing the HR Performance plan, What are the Methodologies of HR Audit.
- HR Risk Management, and HR Governance.
- The Categories, Eleven Categories encompasses " 58" subcategories of HR Activities subject to Audit, and their definitions adjusting the categories to meet your situation, in which it will be evaluated next during the Training Program.

2. Day Two discusses:
- The Four HR Audit Steps.

  - ❖ **Step One: Information Gathering:** Participants will answer a series of questions regarding HR in his Organization, these questions have been divided into Eleven categories and a summary area. This step includes a procedure for adjusting these categories to reflect the unique requirements and structure of the Organization.

3. **Day Three discusses:**

   ❖ **Step Two: Evaluation:** Provides a scoring system for your answers to the questions in step one, it is not a scoring system designed for any one Company, Industry, or Geography area. As with first step, there are instructions for adjusting it to meet your specific situation.

4. **Day Four discusses:**

   ❖ **Step Three: Analysis:** Provides a way to compare your evaluation in each category and for the overall function. The result is the identification of your department's strengths, areas that are operating as one would expect in a typical HR Function, and areas that need to be reviewed for possible improvement. It provides a specific directions for obtaining more detailed information, and includes procedures to customize this audit to your unique situation.

5. **Day Five discusses:**

   ❖ **Step Four: Action Planning**: It is designed to provide a structure for you to convert the analysis into specific actions that can be taken to capitalize on your department's strengths and make the needed corrections.

■ **The Categories Subject to Audit**

Department Mission, Department Organization, Department Employees, Labor Relations, Recruitment & Selection, Education, Training & Development, Employee Relations, Benefits, Compensation, HR Planning, Org. Development, Diversity & E. Employment Opportunity, Safety & Environment, Security, Equipment & Facilities.

■ **Additional Information**
  – Training Delivered 100% English.
  – This Training can be conducted Bilingual.
  – Certification Body: *IAPPD* - International Association for People & Performance Development.
  – **Toolkit** includes ppt slides & **485** information gathering Questions discusses Auditing investigation covers all categories.