HR Audit Ensuring the Compliance in Managing Human Capital

Duration : 1 day, Time Schedule
Time : 9.00am to 5.00pm
Break : 10.15am to 10.30am and 3.15pm to 3.30pm
Lunch : 1.00pm to 2.00pm

INTRODUCTION:

Human resource audits can help identify whether an HR department's 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 or regulatory violations, as well as to achieve and maintain world-class competitiveness in key HR practice areas.

HOW WILL YOU BENEFIT:

Upon completion of this programme, the participants will be able to:

- Understand the critical areas in Human Resources Management for Audit
- Prepare the Audit Plan based on the available Standard Operating Procedures, Policies, Guidelines and Practices
- Conduct HR Audit based on the Audit Plan
- Propose suitable mitigation plan to reduce audit findings
- Develop action plan to improve HR processes

WHO SHOULD ATTEND?

- HR Managers / HR Executives /
- Supervisors / People
- Managers

METHODOLOGY:

This course utilizes an interactive lecture approach with an emphasis on discussions which include participants sharing details of their workplace experiences. This stimulating program will maximize the understanding and learning through Lecture, Interactive Discussions, Case studies on all relevant areas Quiz and Role play to ensure participants grasp clearly issues presented.

- Real-Time Presentation
- Interactive Lectures
- Sharing/Discussion
- Real-Live Examples
- Quiz

KEY CONTENTS:

Module 1 – INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

- ✓ Evolution of Human Resource Management
- ✓ Key Challenges in HR Management
- ✓ Importance of HR Audit

Module 2 – ROLES AND RESPONSIBILITIES HR AUDIT

- ✓ Key Responsibilities in HR Audit
- ✓ Preparing HR Audit Plan
- ✓ Communicating to Auditees

Module 3 – IDENTIFICATION OF CRITICAL AREAS

- ✓ Identifying the Audit Scope and Sampling Method
- ✓ Collecting available policies and procedures
- ✓ Developing the audit plan
- ✓ Areas covered: Recruitment, Employee Engagement, Employee Welfare, Administration, Payroll, Training and etc

Module 4 – CONDUCTING THE AUDIT

- ✓ Implementing the Audit Plan
- ✓ Sampling Process
- ✓ Documenting the Findings
- ✓ Identifying the related labour laws in each area
- ✓ Latest update on the compliances : EPF for Foreign Workers, Contract Stamping

Module 5 – GATHERING AUDITEES FEEDBACK

- ✓ Highlighting the Audit Findings
- ✓ Communicating with the Auditees on the Critical Findings
- ✓ Analysing the Auditee's response

Module 6 – PREPARING AUDIT REPORT

- ✓ Structuring the Report
- ✓ Managing sensitive issues in Audit Findings