Human Resource Auditing

تدقيق إدارة الموارد البشرية

07 – 11 April 2025

London / United Kingdom

Introduction

All work in human resources has a legal and a financial impact on the organization. As such, key employees in human resources should ensure the integrity and accuracy of the data they use and the processes they follow in their departments. One way to ensure that this is actually happening is by auditing the human resources processes currently in place.

This course is designed to help participants identify the critical areas in human resources that must be audited. It also helps participants decide on the questions to ask and in determining the minimum requirements to run processes in human resources effectively.

Objectives

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

- Organize employee records and files in an effective manner
- Identify areas of weaknesses in organizational processes related to recruitment and selection, employee records keeping, performance appraisal, and payroll
- Create a plan of action to improve HR processes in their organization
- Relate the importance of an efficient employee record keeping process to their organizational financial well being
- Develop a detailed and accuracy-focused approach to human resources

Who Should Attend?

- Managers
- Supervisors
- Specialists
- Team leaders
- Officers in the functions of human resources
- The course is also very useful for internal audit professionals who are about to start an audit exercise in the HR department in their organization.

Course Outline

Day One

- **Human Resources Management (HRM)**
  - Definitions and objectives of HRM
  - The main functions in HR
  - Examples of HR organization charts
  - The recruitment and selection cycle
  - The performance management cycle
  - The compensation and benefits cycle

Day Two

- **The audit process**
  - History and origin of auditing
  - Definition of auditing
  - Conducting a good audit
  - Pitfalls to watch out for
  - Creating a plan to conduct an HR audit
- **Organizational chart audit**
  - Identifying the components of a good organization chart
  - Conducting a proper analysis of organization charts
    - Studying the current organization chart for weaknesses and strengths
    - Identifying areas of improvement
    - Developing possible actions
    - Creating a plan for implementing improvements

Day Three

- **Recruitment and selection process audit**
  - Analyzing the current workforce plan
  - Modifying the workforce plan and budget to include the important elements
  - Reviewing the current recruitment and hiring process as per the company's HR policy
  - Analyzing the joining formalities of new employees
  - Improving the joining formalities of new employees
    - Creating a proper new joiners file
    - The induction process

Day Four

- **Employee administration process audit**
  - Reviewing and developing the probation period administration process
  - Reviewing and developing the staff performance appraisal process
  - Maintaining a proper leave record
    - Auditing the leave administration process
  - Auditing and improving the current payroll administration process
    - Overtime management review
  - Ensuring correct calculation of severance pay
  - Ensuring compliance with pension fund regulations

Day Five

- **Computer based data management system audit**
  - Evaluating current methodology for maintaining electronic employee data
  - Ensuring electronic data matches employee personnel files
  - Identifying best approaches for maintaining e-records for employee
- **Statutory compliance audit**
  - Pension records for national employees
  - Verifying employee records and compliance of HR process with the labor law
  - Checking for compliance with visa and local sponsorship processes

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a 7" Tablet containing a copy of the presentation, slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:
- Technical Session   08.30-10.00 am
- Coffee Break   10.00-10.15 am
- Technical Session   10.15-12.15 noon
- Coffee Break   12.15-12.45 pm
- Technical Session   12.45-02.30 pm
- Course Ends   02.30 pm

Course Fees*

- **6,500 USD**
  VAT is Excluded If Applicable

المقدمة

لطبيعة عمل الموارد البشرية أثراً قانونياً ومالياً على المنظمة. لذلك يجب على الموظفين الرئيسيين في الموارد البشرية التأكد من سلامة ودقة البيانات التي يستخدمونها والعمليات التي يتبعونها في إداراتهم. وهناك طريقة واحدة للتأكد من هذا، وهو إجراء التدقيق في إجراءات الموارد البشرية والتأكد من أنها في مكانها الصحيح. وقد تم تصميم هذا البرنامج لمساعدة المشاركين على تحديد المناطق الحرجة في الموارد البشرية والتي يجب مراجعتها، كما تساعدهم في تحديد ما يجب سؤاله ووضع الحد الأدنى للمتطلبات اللازمة لتنفيذ إجراءات الموارد البشرية على نحو فعال.

الاهداف

سيتمكن المشاركون في نهاية الدورة من:

- تنظيم سجلات وملفات الموظفين بطريقة فعالة
- تحديد نقاط الضعف في الإجراءات التنظيمية المتعلقة بالتوظيف والاختيار وحفظ سجلات الموظفين وتقييم الأداء والرواتب
- إنشاء خطة عمل لتحسين عمليات الموارد البشرية في مؤسساتهم
- ربط أهمية وجود عملية حفظ سجلات الموظف فعالة بالعافية المالية للمؤسسة
- وضع منهاج مفصل يركز على دقة الموارد البشرية

الحضور

- المدراء
- المشرفون
- الأخصائيون
- قادة الفرق
- الضباط في وظائف الموارد البشرية
- وكذلك العاملين في التدقيق الداخلي والمهنيين الذين على وشك البدء في ممارسة التدقيق في إدارة الموارد البشرية في المؤسسة.