Strategic HR Auditing and Quality Assurance Training Course



09 - 13 Nov 2026

Tokyo

5800 € (Per Person)

Ref: #HR5055_36320

Course Introduction / Overview:

This comprehensive training course provides a deep dive into the critical functions of Human Resources auditing and quality assurance as strategic business tools. In today's complex regulatory environment, a proactive and systematic approach to evaluating HR policies, procedures, and practices is no longer optional but essential for organizational success and risk mitigation. This program moves beyond traditional compliance checklists to instill a mindset of continuous improvement and strategic alignment. Drawing upon principles articulated by thought leaders like John Fitz-enz, a pioneer in human capital analytics, participants will learn to measure the true impact and efficiency of HR functions. The course explores methodologies detailed in works like "The HR Scorecard: Linking People, Strategy, and Performance" to connect HR activities directly to business outcomes. At BIG BEN Training Center, we have designed this curriculum to empower professionals to not only identify areas of non-compliance but also to uncover opportunities for enhancing efficiency, boosting employee morale, and strengthening the organization's strategic position. This course is an A-to-Z guide for establishing and managing a robust HR audit and quality assurance framework that adds tangible value to the bottom line and fosters a culture of excellence and accountability within the human resources department.

Target Audience / This training course is suitable for:

- HR Directors and Managers.
- Internal Auditors and Compliance Officers.
- Quality Assurance Professionals.
- HR Business Partners and Generalists.
- HR Specialists in compensation, benefits, and employee relations.
- Risk Management Professionals.
- Senior leaders seeking to understand HR effectiveness.
- Consultants specializing in human capital management.

Target Sectors and Industries:

- Banking and Financial Services.
- Healthcare and Pharmaceuticals.
- Information Technology and Telecommunications.
- Manufacturing and Engineering.
- Retail and Consumer Goods.
- Hospitality and Tourism.
- Governmental agencies and public sector organizations.
- Non-profit and educational institutions.

Target Organizations Departments:

- Human Resources Department.
- Internal Audit Department.
- Quality Assurance Department.
- Legal and Compliance Department.
- Risk Management Department.
- Strategic Planning Department.
- Operations Management.

Course Offerings:

By the end of this course, the participants will have able to:

- Develop a strategic framework for conducting comprehensive HR audits.
- Master various data collection techniques for effective auditing.
- Evaluate HR policies and procedures against legal standards and best practices.
- Identify and mitigate potential HR-related risks and compliance gaps.
- Analyze HR metrics and key performance indicators to measure effectiveness.
- Design and implement a robust HR quality assurance program.
- Prepare and present impactful HR audit reports with actionable recommendations.
- Align HR functions with overall organizational strategy and objectives.
- Foster a culture of continuous improvement within the HR department.
- Utilize audit findings to enhance employee engagement and organizational performance.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, practical, and engaging, ensuring that participants can immediately apply their learning in the workplace. We believe in a blended learning approach that combines expert-led instruction with hands-on activities. The course will feature in-depth presentations on the core principles of HR auditing and quality assurance, supported by real-world case studies that illustrate common challenges and successful strategies. Participants will engage in collaborative group workshops to design audit checklists and develop quality assurance frameworks for hypothetical scenarios. Interactive sessions, Q&A panels, and peer-to-peer discussions will encourage the sharing of experiences and best practices. Practical exercises will focus on data analysis, risk assessment, and the formulation of actionable recommendations. Role-playing activities will simulate audit interviews and feedback sessions, helping participants build the necessary communication and interpersonal skills. Our expert trainers provide continuous feedback and guidance, creating a supportive learning environment that prioritizes skill mastery and professional development over theoretical knowledge alone. This dynamic approach ensures a comprehensive and memorable learning experience.

Course Agenda (Course Units):

Unit One: Foundations of Strategic HR Auditing

- The strategic role of HR audits in modern organizations.
- Differentiating between HR audits, compliance reviews, and quality assurance.
- Key legal frameworks and regulatory compliance requirements.
- Establishing the scope and objectives of an HR audit.
- The link between HR audits and corporate governance.
- Ethical considerations and confidentiality in HR auditing.
- Stakeholder management and communication planning for an audit.

Unit Two: The HR Audit Process and Methodology

- Planning and preparation phase of the HR audit.
- Developing a comprehensive HR audit checklist and tools.
- Data collection methods: interviews, surveys, document reviews, and system analysis.
- Conducting effective on-site fieldwork and interviews.
- Sampling techniques for large organizations.
- Documenting findings and evidence gathering.
- Managing the audit timeline and resources effectively.

Unit Three: Auditing Core HR Functional Areas

- Auditing recruitment, selection, and onboarding processes.
- Evaluating compensation and benefits administration for equity and compliance.
- Assessing performance management systems and appraisal processes.
- Reviewing employee relations, discipline, and grievance procedures.
- Auditing training and development programs for effectiveness and ROI.
- Examining health, safety, and wellness program compliance.
- Analyzing HR information systems (HRIS) for data integrity and security.

Unit Four: Data Analysis, Reporting, and HR Metrics

- Analyzing qualitative and quantitative audit data.
- Identifying trends, patterns, and root causes of issues.
- Developing key performance indicators (KPIs) for HR quality.
- Crafting a clear, concise, and impactful HR audit report.
- Presenting findings and recommendations to senior management.
- Using data visualization to communicate complex information.
- Benchmarking HR practices against industry standards.

Unit Five: Quality Assurance and Continuous Improvement

- Transitioning from audit findings to actionable improvement plans.
- Designing and implementing an HR quality assurance framework.
- The role of technology in automating HR compliance and quality checks.
- Training HR staff on new processes and quality standards.
- Monitoring progress and measuring the impact of implemented changes.
- Fostering a culture of continuous improvement in the HR function.
- The future of HR auditing: predictive analytics and AI.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

In an era of AI-driven HR, how does the role of the human auditor evolve to assess fairness and ethical compliance beyond mere data accuracy?

What unique qualities does this course offer compared to other courses?

This course distinguishes itself by adopting a strategic, business-centric perspective on HR auditing and quality assurance, rather than a purely compliance-focused one. While other programs may concentrate on checklists and regulatory adherence, this training emphasizes how a robust audit function can serve as a powerful catalyst for organizational improvement and competitive advantage. We move beyond the "what" and delve deeply into the "why" and "how," equipping participants with the analytical skills to interpret data, identify root causes, and link HR performance directly to strategic business objectives. The curriculum is uniquely structured to integrate the principles of quality management into every facet of the HR audit process, fostering a proactive culture of continuous improvement. Instead of just identifying problems, participants will learn to design and implement sustainable quality assurance frameworks that prevent issues from recurring. The focus on practical application through real-world case studies, data analysis exercises, and strategic reporting ensures that attendees leave not just with knowledge, but with the confidence and capability to drive meaningful change within their organizations and elevate the strategic contribution of the HR function.