Advanced HR Audit and Compliance Frameworks Training Course



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Lisbon

4500 € (Per Person)

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Course Introduction / Overview:

In today's complex regulatory environment, a proactive and strategic approach to human resources is no longer optional, but essential for organizational survival and success. This course provides a comprehensive exploration of HR auditing as a critical tool for risk management, strategic alignment, and continuous improvement. Moving beyond simple checklists, this program delves into the methodologies for establishing robust compliance frameworks that protect the organization from legal liabilities while enhancing operational efficiency. As discussed by the renowned HR thought leader, Dr. John Sullivan, the function of HR has evolved into a strategic partner, and auditing is a key mechanism to validate its contribution to business objectives. Participants will learn to navigate the intricate web of labor laws, data privacy regulations, and internal policies. This training, offered by BIG BEN Training Center, is designed to equip professionals with the skills to conduct thorough, objective audits and translate findings into actionable strategies, a concept further explored in works like "Auditing Your Human Resources Department" by John H. McConnell. This course is the definitive guide for transforming your HR function from a reactive administrative center to a proactive, compliant, and strategic business asset.

Target Audience / This training course is suitable for:

- HR Directors and Managers.
- Compliance Officers and Managers.
- Internal Auditors.
- HR Business Partners and Generalists.
- Legal Counsel and Corporate Attorneys.
- Risk Management Professionals.
- Senior Leaders and Executives involved in governance.
- Consultants specializing in HR and organizational effectiveness.

Target Sectors and Industries:

- Financial Services and Banking.
- Healthcare and Pharmaceuticals.
- Technology and Telecommunications.
- Manufacturing and Engineering.
- Retail and Consumer Goods.
- Hospitality and Tourism.
- Governmental and Public Sector Organizations.
- Non-Profit and Educational Institutions.

Target Organizations Departments:

- Human Resources Department.
- Legal and Corporate Affairs Department.
- Compliance and Ethics Department.
- Internal Audit Department.
- Risk Management Department.
- Finance and Payroll Department.
- Executive Management.

Course Offerings:

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

- Design and implement a comprehensive HR audit framework from scratch.
- Identify and assess key areas of HR compliance risk within an organization.
- Master various data collection techniques for effective HR auditing.
- Analyze recruitment, hiring, and onboarding processes for legal compliance.
- Evaluate compensation, benefits, and payroll systems for accuracy and equity.
- Audit employee relations practices, including discipline and termination procedures.
- Develop and implement effective corrective action plans based on audit findings.
- Prepare and present compelling HR audit reports to senior management.
- Integrate data privacy principles (e.g., GDPR) into HR processes.
- Leverage HR audit results to drive strategic improvements and organizational change.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be immersive, practical, and highly interactive, ensuring that participants can immediately apply their learning in a real-world context. We move beyond traditional lectures to foster a dynamic learning environment where knowledge is built through active participation. The course heavily relies on case studies of real companies to analyze complex compliance challenges and audit scenarios. Participants will engage in group workshops and team-based exercises to design mock audit plans and develop corrective action strategies. Interactive sessions, facilitated discussions, and peer-to-peer feedback are central to our approach, allowing for a rich exchange of ideas and experiences. Role-playing exercises, such as conducting audit interviews and presenting findings to a simulated management board, will build practical skills and confidence. Our expert instructors provide continuous guidance and personalized feedback, ensuring that each participant masters the core competencies of HR auditing and compliance management. This hands-on approach guarantees a deep and lasting understanding of the subject matter.

Course Agenda (Course Units):

Unit One: Foundations of Strategic HR Auditing

- The strategic role of the HR audit in modern organizations.
- Differentiating between HR audits, compliance reviews, and cultural assessments.
- Key legal and regulatory frameworks governing employment practices.
- Understanding the scope of an HR audit: what to include and why.
- The HR audit lifecycle: from planning to follow-up.
- Establishing clear objectives and success metrics for an audit.
- The ethical considerations and professional standards for HR auditors.

Unit Two: Planning and Conducting the HR Audit

- Developing a comprehensive HR audit plan and timeline.
- Identifying and engaging key stakeholders in the audit process.
- Mastering data collection methods: document reviews, interviews, and surveys.
- Utilizing HR audit checklists and specialized software tools effectively.
- Techniques for sampling employee files and records for compliance.
- Conducting effective and objective interviews with employees and managers.
- Managing the logistics and communication of the audit process.

Unit Three: Auditing Core HR Functional Areas

- Auditing recruitment, selection, and onboarding for compliance and effectiveness.
- Analyzing compensation structures, pay equity, and benefits administration.
- Evaluating performance management systems and disciplinary procedures.
- Assessing employee relations, grievance handling, and workplace investigations.
- Reviewing health, safety, and wellness program compliance.
- Verifying I-9 documentation and right-to-work compliance.
- Examining employee handbooks and policy documentation for legal soundness.

Unit Four: Advanced Auditing and Specialized Compliance Topics

- Auditing for compliance with data privacy regulations like GDPR and CCPA.
- Conducting Diversity, Equity, and Inclusion (DEI) audits.
- Assessing the compliance of contingent workforce and contractor management.
- Evaluating HR Information Systems (HRIS) for data integrity and security.
- Auditing payroll processes for accuracy and regulatory adherence.
- Analyzing employee leave and accommodation policies (FMLA, ADA).
- Preparing for and responding to external agency audits (e.g., Department of Labor).

Unit Five: Reporting, Action Planning, and Continuous Improvement

- Analyzing and interpreting audit data to identify root causes.
- Structuring and writing a clear, concise, and impactful HR audit report.
- Quantifying risks and prioritizing audit findings based on severity.
- Developing SMART (Specific, Measurable, Achievable, Relevant, Time-bound) corrective action plans.
- Presenting audit results and recommendations to executive leadership.
- Implementing a system for tracking and monitoring corrective actions.
- Establishing a continuous HR audit cycle for ongoing compliance and improvement.

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:

Beyond mitigating legal risk, how can a proactive HR audit framework be leveraged as a strategic tool to enhance organizational culture and drive employee engagement?

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

This course distinguishes itself by moving beyond a purely legalistic, check-the-box approach to HR compliance. While many programs focus solely on avoiding litigation, our curriculum is built on the philosophy that a robust HR audit is a powerful strategic business tool. We emphasize the connection between compliance activities and core business outcomes, such as employee retention, productivity, and innovation. The program provides a forward-looking perspective, addressing emerging challenges like data privacy in a digital workforce, algorithmic bias in HR technology, and the complexities of managing a global or remote workforce. Rather than just providing checklists, we teach a methodology for critical thinking, enabling participants to design and adapt audit frameworks specific to their industry and organizational context. The course is intensely practical, using real-world case studies, mock audit simulations, and action planning workshops that force participants to apply concepts and solve complex problems. This focus on strategic application and future-readiness ensures that graduates are not just auditors, but strategic advisors capable of transforming the HR function into a source of competitive advantage.