



*Training Course:  
HR Audit: Ensuring Compliance and Optimizing  
Human Resources Management*

*2 - 6 June 2025  
Kuala Lumpur (Malaysia)  
Royale Chulan Kuala Lumpur*

## Training Course: HR Audit: Ensuring Compliance and Optimizing Human Resources Management

Training Course code: HR235827 From: 2 - 6 June 2025 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur  
Training Course Fees: 5500 € Euro

### Introduction

An HR audit is a critical process that evaluates an organization's HR policies, procedures, and practices to ensure legal compliance, enhance efficiency, and align HR strategies with business goals. This training program provides HR professionals with the knowledge and tools needed to conduct comprehensive HR audits, identify risks, and implement best practices to improve organizational effectiveness.

### Target Audience

- HR Directors and Managers
- HR Auditors and Compliance Officers
- HR Business Partners and Consultants
- Talent Acquisition and Development Specialists
- Compensation and Benefits Managers
- Organizational Development Professionals

### Objectives

By the end of this training, participants will be able to:

- Understand the fundamentals and importance of HR audits
- Identify legal, regulatory, and compliance risks in HR functions
- Conduct a structured HR audit using best practices and frameworks
- Analyze HR data and identify areas for improvement
- Develop actionable recommendations to enhance HR efficiency

### Outlines

Day 1:

Fundamentals of HR Audits

- Introduction to HR audits: Definition, scope, and objectives
- Importance of HR audits in risk mitigation and organizational success
- Types of HR audits Compliance, Strategic, Functional, Best Practices
- HR audit framework and methodology
- Hands-on session: Setting up an HR audit checklist

#### Day 2:

##### Legal Compliance and HR Policies Review

- Key labor laws and regulatory compliance in HR
- Reviewing HR policies and procedures for alignment with legal requirements
- Employment contracts, workplace policies, and labor standards audit
- Managing diversity, equity, and inclusion DEI compliance
- Case studies: Legal pitfalls and HR audit findings

#### Day 3:

##### HR Functions and Process Audits

- Auditing talent acquisition and recruitment processes
- Performance management and appraisal systems review
- Compensation and benefits evaluation for fairness and compliance
- Employee engagement, retention, and workplace culture analysis
- Workshop: Conducting an HR function audit in teams

#### Day 4:

##### HR Data Analytics and Risk Identification

- HR metrics and key performance indicators KPIs in audits
- Identifying red flags in workforce analytics
- AI and digital tools in HR auditing
- Case study analysis: Real-world HR audit reports

- Group exercise: HR data-driven decision-making

Day 5:

Reporting, Action Plans, and Continuous Improvement

- Preparing HR audit reports and presenting findings
- Developing recommendations and action plans for HR improvements
- Implementing corrective measures and tracking progress
- Creating an HR audit calendar for continuous improvement
- Final assessment and certification

## Registration form on the Training Course: HR Audit: Ensuring Compliance and Optimizing Human Resources Management

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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### Company Information

Company Name: .....  
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### Person Responsible for Training and Development

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### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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### Easy Ways To Register

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