



ICTD

المركز العالمي للتدريب والتطوير
International Centre For Training & Development



CERTIFIED HR Auditor



ACTVET
Ribu Dhabi Centre for
Technical and Vocational
Education and Training
مركز أبوظبي للتعليم والتدريب
التقني والمهني



INTERNATIONAL ASSOCIATION FOR
HEALTH AND OCCUPATIONAL
SAFETY AND THE ENVIRONMENT



Project
Management
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Course Introduction:

It is vitally important for HR to keep pace with the demands of dynamic business environments and legal frameworks. Unfortunately many HR functions have evolved without being fully aware of these demands, and are either totally reactive or are driven by their specialist outlook, not taking the imperative to support the organization its business and its strategies into consideration. The HR audit is used to highlight areas of weakness, areas that can be improved and even areas where there are no policies or procedures.

Employment law is also an ever-changing field and, to avoid costly litigation, your policies, procedures and processes must reflect the law. The HR audit is an essential preventative strategy to ensure you remain legally compliant.

Course Objectives:

CHRP certification course is designed to ensure that those completing the course will be able to:

- Define Human Resources and list its main functions and responsibilities.
- Establish a strategic role and business partnership for HR
- Assess the effectiveness of the Human Resources function
- Conduct effective recruiting, staffing and selection activities
- Design and implement compensation systems
- Design and implement benefits systems
- Implement effective workplace training and development programs
- Conduct effective performance management
- Design and implement performance appraisals
- Implement fair and effective employee relations policy
- Provide a safe and healthy work environment

Who Should Attend?

HR professionals, Experienced officers and managers in Human Resources Line managers who have significant HR and staffing responsibilities and who want to improve their ability to manage human resources within their scope of operations.

Course Outline:

The HR Audit – Something to Welcome?

Practical Exercises

HR/business need gap analysis

Case study: the non-audited HR department

Initial Analysis, Audit Methodology – Instruments and Deliverables

Practical Exercises

Designing an HR Audit Checklist

Typical Audit Questionnaire

Scope of the Audit

Practical Exercises

Case study: what is in and what is out?

Mock audit exercise

Measuring HR and Auditing Against Business Needs

Practical Exercises

Balanced Scorecard case study

Calculating ROI for HR and training

Taking employee satisfaction to the bottom line

The Audit Findings, Feedback and Action, And Taking HR To The Next Level

Practical Exercises

Understanding action plans

Personal actions for your organization

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

