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HUMAN RESOURCES AND TRAINING

# Human Resource Auditing Training

Course code: HRT-055

## SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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## — Workshop Overview

HR auditing helps organizations improve compliance, strengthen HR processes, reduce risk, and enhance workforce effectiveness. A well-executed HR audit provides valuable insights into policies, systems, employee practices, and operational performance. This course equips participants with practical tools to assess HR functions, review documentation, evaluate HR technology, and deliver recommendations that support continuous improvement.

### Why Attend

This course uses an interactive and practical approach through presentations, case studies, audit workshops, group discussions, practical exercises, templates, and real workplace examples.

### Who Should Attend

HR Professionals  
HR Managers  
Internal Auditors  
Compliance Officers  
HR Operations Staff  
Quality Assurance Professionals  
Anyone responsible for reviewing HR

## — Learning Objectives

- Understand the purpose and value of HR auditing
- Apply different types of HR audits effectively
- Review compliance, records, and HR documentation
- Audit core HR functions using structured methods
- Evaluate HR systems and technology controls
- Prepare professional audit reports and recommendations
- Strengthen corrective action follow-up processes
- Support continuous improvement in HR operations

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## Course Outline

**DAY  
1**

### Foundations of HR Auditing

- Purpose and role of HR auditing in modern organizations
- Types of HR audits and their objectives
- Compliance, records, functional, and systems audits
- Defining audit scope, priorities, timing, and resources
- Risks and challenges that make HR audits necessary
- Roles and responsibilities in the audit process
- HR audit cycle: planning, review, reporting, and follow-up
- Exercise: Select suitable audit approaches for sample scenarios

**DAY  
2**

### Legal Compliance and Documentation Reviews

- Key areas of compliance and documentation audits
- Using laws and regulations as HR benchmarks
- Reviewing employee files, records, and documentation quality
- Checking data accuracy and security controls
- Identifying patterns of risk, errors, and non-compliance
- Case study: Conducting a records and compliance review

**DAY  
3**

### Auditing Core HR Processes

- Modern HR audits and employee experience focus
- Reviewing end-to-end HR processes effectively
- Auditing recruitment and selection systems
- Auditing training and development practices
- Auditing performance management processes
- Auditing compensation and benefits controls
- Using surveys, interviews, and audit checklists
- Exercise: Review one HR function using audit criteria

**DAY  
4**

### HR Technology and Software Audits

- Overview of HR technology and software platforms
- Applicant tracking, attendance, payroll, and engagement systems
- Assessing system alignment with HR needs
- Identifying inefficiencies, risks, and compliance gaps

- Reviewing usability, accessibility, and functionality
- Security, confidentiality, and data protection checks
- Measuring return on investment in HR technology
- Exercise: Evaluate a sample HR system

DAY

5

## Reporting Findings and Driving Improvement

- Structuring an effective HR audit report
- Writing with clarity, neutrality, and evidence-based language
- Identifying priority gaps and improvement opportunities
- Presenting findings to leaders and stakeholders
- Corrective action planning after the audit
- Monitoring progress and follow-up methods
- Exercise: Draft an audit report and action plan

## — Upcoming Classroom Dates

| DATE                  | LOCATION                | FEE    |
|-----------------------|-------------------------|--------|
| 5 - 9 October 2026    | Kuala Lumpur - Malaysia | €1,400 |
| 12 - 16 October 2026  | Amsterdam - Netherlands | €2,125 |
| 9 - 13 November 2026  | London - United Kingdom | €1,925 |
| 16 - 20 November 2026 | Barcelona - Spain       | €2,125 |
| 7 - 11 December 2026  | London - United Kingdom | €1,925 |
| 14 - 18 December 2026 | Barcelona - Spain       | €2,125 |
| 21 - 25 December 2026 | Istanbul - Türkiye      | €1,925 |
| 4 - 8 January 2027    | Frankfurt - Germany     | €1,625 |

## — Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact [info@sparktraining.eu](mailto:info@sparktraining.eu) or +31 85 115 0004.