



AFRICAN ADVANCED LEVEL TELECOMMUNICATIONS INSTITUTE (AFRALTI)

TRAINING WORKSHOP OUTLINE

Title:	HR Audit
Dates:	29 th - 30 th November 2018
Duration:	1.5 Days

Course Overview:

It is vitally important for HR to keep pace with the demands of dynamic business environments and legal frameworks. The HR audit is used to highlight areas of weakness in the HR function, areas that can be improved and even areas where there are no policies or procedures. To avoid costly litigation your policies, procedures and processes must reflect the law, which frequently changes. The HR audit is an essential preventative strategy to ensure you remain legally compliant.

Target Audience:

This course has been designed for all HR professionals interested in improving HR performance. It is an essential course for HR department heads, HR generalists and specialists in resourcing, compensation and benefits, payroll, training, personnel, HR, talent management and employee services. Organisational development specialists will also benefit from attending this course

Value Proposition:

Through facilitated discussion, group and individual hands-on exercises, this workshop will show you how to develop and conduct an HR Audit. You'll discover how to use different types of benchmarks and indicators to produce a Scorecard which will reveal the true state and comparative effectiveness of your HR function. You will learn to use audit results to construct strategic and action plans to address gaps and inefficiencies.

Methodology:

Our Training Approach offers a balance of lecture and hands-on exercises to equip participants with the knowledge, skills, and abilities needed to perform the target HR activities on the job. Instructors provide personalized attention and constructive feedback for all participants during training exercises. Instructors share personal experiences and best practices and encourage

participants to discuss their own experiences. Finally, in addition to classroom instruction, participants receive printed training materials and job aids

Workshop Objectives:

- Ensuring the cost-effective utilization of an organization's human resources
- Ascertaining compliance with legislation and legal regulations
- Meeting potential challenges and contributing to the organizational bottom line or mission

Workshop Learning Outcomes:

- Prepare for and conduct an informal HR audit to ensure that your policies and procedures meet the business needs and minimise potential exposure
- Implement cutting-edge processes to ensure the complete legal compliance of your HR function
- Measure the effectiveness of the organisation's procedures and how they affect the bottom line, and ensure management buy-in by providing compelling HR data, to establish your role as a true strategic partner

Workshop Contents/Topics:

- The HR audit – something to welcome
- Initial analysis, audit methodology – instruments and deliverables
- Scope of the audit Measuring HR and auditing against business needs
- The audit findings, feedback and action, and taking HR to the next level

For more information, please contact us on

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