

Comprehensive HR Management Audit: Optimize Your HR Function

7 – 11 December 2026
Geneva (Switzerland)

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Ref: 321550_163390 **Date:** 7 – 11 December 2026 **Location:** Geneva (Switzerland) **Fees:** 5200 GBP

Why This Course

In today's dynamic business environment, a robust HR function is crucial for organizational success. Conducting regular HR audits ensures compliance, identifies gaps, and strengthens HR practices to support strategic objectives.

This intensive 5-day program equips HR professionals with practical skills to evaluate policies, processes, and practices across the HR spectrum. Participants will gain hands-on experience in auditing, analyzing, and improving HR functions to enhance efficiency, compliance, and alignment with business goals.

What You'll Learn and Practice

By attending this course, you will:

- Master the methodology and purpose of HR audits.
- Evaluate HR policies, practices, and processes for effectiveness and compliance.
- Identify gaps and prioritize areas for improvement.
- Align HR strategies with organizational objectives.
- Analyze HR metrics and use data-driven insights to support decision-making.
- Develop actionable audit reports and improvement plans.

The Program Flow

Day 1: Introduction to HR Audits

- Overview of HR audit purpose and types
- HR audit methodology and planning process
- Legal and regulatory considerations
- Establishing audit objectives, scope, and key success metrics

Day 2: Strategic HR Management and Talent Acquisition

- Auditing alignment of HR strategy with business goals
- Evaluating recruitment, selection, and onboarding processes
- Assessing employee retention strategies
- Workforce planning effectiveness

A graphic of a chessboard with several pawns and a king piece. The text 'UK Training PARTNER' is overlaid on the board.

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Day 3: Performance Management and Employee Development

- Auditing performance appraisal systems
- Evaluating training, learning, and development programs
- Assessing succession planning effectiveness
- Measuring employee engagement initiatives

Day 4: Compensation, Benefits, and Compliance

- Auditing compensation and benefits programs
- Evaluating pay equity and fairness
- Assessing compliance with HR policies and labor laws
- Analyzing employee relations and conflict resolution processes

Day 5: HR Metrics, Analytics, and Audit Reporting

- Evaluating HR metrics and analytics practices
- Developing comprehensive HR audit reports
- Creating action plans for process improvements
- Implementing continuous HR audit practices

Individual Impact

- Ability to conduct thorough, data-driven HR audits.
- Skills to identify, prioritize, and resolve HR gaps effectively.
- Enhanced capacity to align HR practices with legal requirements and business strategy.
- Practical experience in designing actionable improvement plans.

Organizational Impact

- Strengthened HR compliance and governance.
- Optimized HR processes that support business objectives.
- Improved employee experience through better policies, performance management, and engagement initiatives.
- Data-driven insights enabling strategic HR decision-making.

Training Methodology

- Hands-on HR audit exercises and case studies.
- Group discussions to analyze real-world HR scenarios.
- Step-by-step guidance on developing actionable HR audit reports.
- Practical tools and templates for continuous HR monitoring and improvement.

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A graphic of a chessboard with several chess pieces (a king, a queen, and a pawn) positioned on it. The board is white and black, and the pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

Beyond the Course

Participants will leave ready to:

- Conduct full-scale HR audits with confidence.
- Identify compliance gaps and improvement opportunities.
- Align HR strategies with organizational goals.
- Implement actionable plans that enhance HR performance and employee satisfaction.

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