

## Comprehensive HR Management Audit: Optimize Your HR Function

31 May – 4 June 2027  
Kuala Lumpur (Malaysia)

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A photograph of chess pieces on a checkered board. In the foreground, a large gold king piece stands prominently on a dark square. To its left, a silver pawn piece is on a light square. Further back, another silver pawn piece is visible on a light square. The background features a series of concentric, light gray circles that create a sense of depth and focus on the king piece.

## Comprehensive HR Management Audit: Optimize Your HR Function

**Ref:** 321550\_163408 **Date:** 31 May – 4 June 2027 **Location:** Kuala Lumpur (Malaysia) **Fees:** 4200 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' is written in a small, black, sans-serif font above the word 'PARTNER', which is in a large, bold, black, sans-serif font.

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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 right side of 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.

A graphic of a chessboard with several chess pieces (a king, a queen, and a pawn) in gold and silver, set against a background of concentric circles.

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