

# Enterprise Human Resource Audit 2 day Workshop

[2 Days Interactive Experiential Learning Workshop; ~2 Hours Per Topic With Role-Plays, Case Study Report-Outs & Video Analysis]



## Workshop / Program Objective:

- Auditing HR Perspectives [Culture – People – Employee Engagement – Biz Alignment] Of Organizations
- Identifying Scope For Performance Improvements
- Applying Divergent and Convergent Auditing Tools
- Putting Into Use Ethics, Integrity & Organizational Governance Guidelines
- Learning Talent Transformation Framework For Superior Performance
- Practicing Brainstorming & Idea Finding Techniques
- Analyzing Post-Audit Feasibility & Impact Analysis For Fresh HR Idea-Adoption
- Planning Next Steps For HR Idea Development & Execution With Results-Oriented

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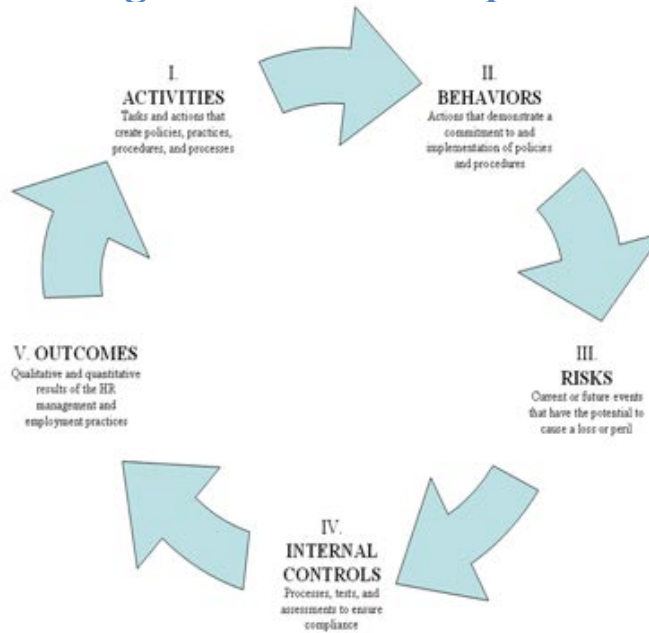
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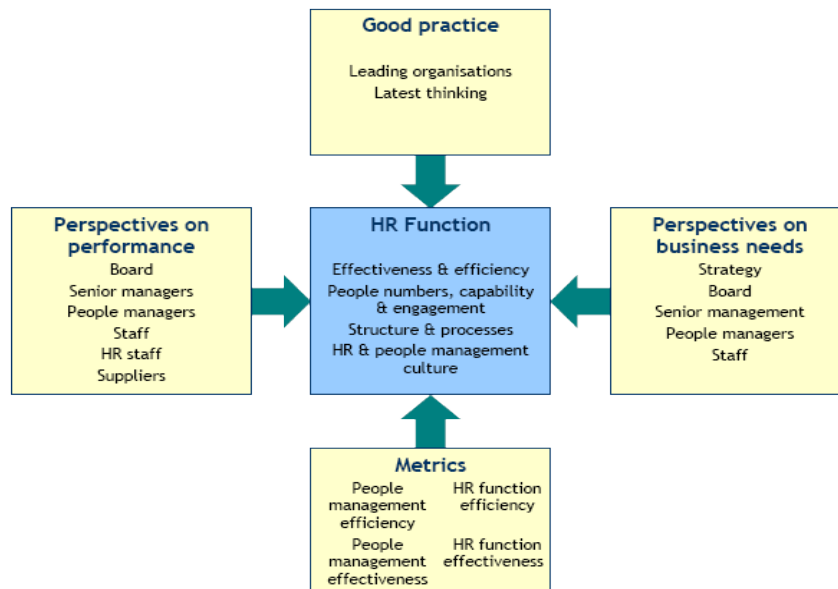
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## Workshop Content Coverage – Outline of Topics [2 Days]:



### 1. Identifying Critical Components Of HR Audit Process: Activities, Behaviors, Risks, Internal Controls & Outcomes



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2. **Evaluating HR Function's Efficiency & Effectiveness:** Business Needs – Performance Needs – Process Needs – Culture Needs – Employee Engagement Needs – Industry Best Practice Adoption Needs – Metrics

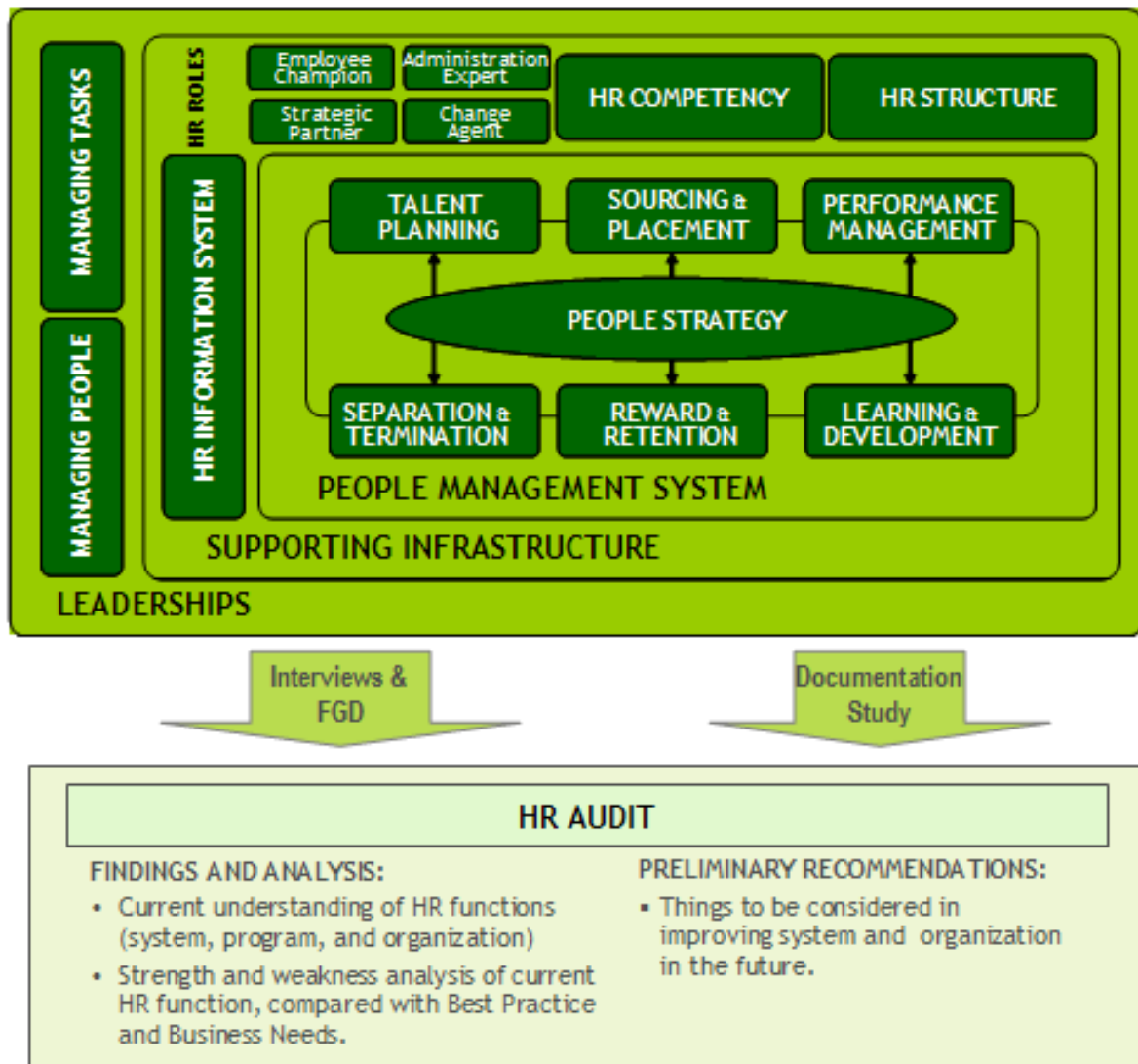


3. **Company HR Audit Strategy Perspectives:** Recruitment, Training, Learning & Development, Compensation & Benefits, Communications, Employee Relations, Record Keeping, Health, Safety & Security and Legal Compliance



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4. **Performing HR Efficiency & Effectiveness Audit:** HR Activity Analysis – HR Capability Analysis – HR Delivery Model Analysis – Structured Interviews’ Based Analysis – Voice of Customer Analysis – HR Scorecard & Process Benchmarking Analysis



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5. **HR Audit – Phase I:** Questionnaire On Business & Human Resources Strategy and Human Resources Policies
6. **HR Audit – Phase II:** Questionnaire On Manpower Planning, Recruitment & Selection, Employee Retention & Engagement, and Training, Learning & Development
7. **HR Audit – Phase III:** Questionnaire On Performance Management, Compensation & Rewards, Career Development & Succession Planning
8. **HR Audit – Phase IV:** Questionnaire On Industrial Relations, HR Information System, Retirement, Employee Communication and Human Resources Cost

## Workshop Methodology:

Interactive & Participatory Case Based Reasoning & Facilitation

## Workshop Based Participant Benefits & Take Away:

- ❑ Identify Methodically Actual & Factual Root Causes of Problems in HR Perspective
- ❑ Be Focused & Act In a Process-Centric Problem Solving During Talent Management
- ❑ Make Right & Relevant Decisions During HR Life Cycle Stages Across Strategy and Execution
- ❑ Use Focused Questions & Audit to Obtain & Evaluate Facts For Execution Excellence
- ❑ Anticipate & Avoid Potential Problems Based On Best Practices / Risk / Solution Repository
- ❑ Work Seamlessly & Effectively By Employee Engagement During Problem Solving
- ❑ Persuade Management, Leadership & Customers / Clients By Effective Fact-Based Presentations
- ❑ Handle People - Process - Purpose - Project Based Business Problems Objectively

## Workshop Audience – Who should attend?

- ❑ General Management Team (Departmental / Functional / Technical / Biz Development / Sales / Project Managers)
- ❑ Operations Management [Across Industries], Production / Delivery Management Team
- ❑ HR, Learning & Development, Education & Training Management Team
- ❑ TQM, Quality & Process Management Team
- ❑ PMO (Project Management Office) Personnel
- ❑ Corporate Leadership, Strategy & Program Management Team
- ❑ Shared Services - Legal - Risk - Process - Lean - Six Sigma Team Members
- ❑ Supervisors, Team & Project Leads [Across Industries]

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## Other Details:

- Payment to be made within 15 days from the date of the invoice.
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- Overseas clients will have to take care of all the training materials directly as briefed by Sieger Training. However, Sieger can procure some (which can be transited) not all, on behalf of the client but any additional charges for custom clearance has to be taken care by client only.
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