



Auditing Human Capital

Course Introduction:

Human capital is one of the most valuable assets of any organization, making its auditing and assessment crucial for ensuring strategic alignment, workforce efficiency, compliance, and long-term sustainability. Auditing human capital involves evaluating HR policies, talent management processes, workforce productivity, and compliance with labor laws and corporate governance standards. This five-day training program provides participants with a structured approach to conducting human capital audits, identifying risks, and making data-driven decisions to enhance organizational performance.

Throughout the course, participants will explore key frameworks and methodologies for auditing various aspects of human capital, such as recruitment, employee engagement, performance management, diversity and inclusion, and workforce planning. The program will also cover ethical considerations, regulatory compliance, and industry best practices. By the end of this training, attendees will have a strong theoretical foundation for assessing human capital risks, ensuring HR effectiveness, and optimizing workforce-related decision-making processes.

Course Objectives:

Upon completion of this course, participants will:

- Understand the role and importance of human capital auditing.
- Learn key methodologies and frameworks for human capital assessment.
- Identify HR risks, inefficiencies, and areas for improvement.
- Explore workforce compliance with labor laws and corporate policies.
- Analyze HR metrics and key performance indicators (KPIs).
- Gain insights into diversity, inclusion, and ethical considerations.
- Understand the impact of technology and automation on workforce audits.
- Develop strategies for reporting and recommending HR improvements.

Who Should Attend?

This course is designed for professionals and individuals such HR professionals and talent managers, Internal and external auditors, Compliance and risk management officers, Business and HR consultants, Corporate governance and ethics officers, Organizational development specialists, and Senior managers and decision-makers.

Course Outline:

Day 1: Introduction to Human Capital Auditing

- Definition and significance of human capital audits
- Key components of a human capital audit
- The role of HR governance and compliance in workforce audits
- Industry standards and regulatory frameworks for HR audits

Day 2: Workforce Compliance and Risk Management

- Labor laws, employment regulations, and corporate policies
- Risk assessment in HR functions and workforce operations
- Ethical considerations in human capital auditing
- Case studies on compliance failures and HR risks

Day 3: HR Metrics, Analytics, and Performance Evaluation

- Identifying and analyzing key HR metrics and KPIs
- Evaluating employee engagement, retention, and productivity
- Workforce planning and succession management assessment
- The role of HR technology in data-driven audits

Day 4: Diversity, Inclusion, and Organizational Culture

- Assessing diversity and inclusion initiatives in the workplace
- Measuring the impact of corporate culture on human capital
- Identifying biases and gaps in HR processes
- Strategies for fostering a fair and inclusive workplace

Day 5: Reporting, Recommendations, and Future Trends

- Best practices for documenting human capital audit findings
- Presenting recommendations for HR and leadership teams
- The future of workforce audits: AI, automation, and analytics
- Course review, Q&A session, and discussion on HR audit strategies

Course Methodology:

A variety of methodologies will be used during the course that including:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts

- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Fees:

To be advised as per course location. This rate includes participant's manual, Hand-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session