

Course : HR and organizational audit

Practical course - 2d - 14h00 - Ref. AHO
Price : 1590 CHF E.T.

This HR audit training course aims to develop the skills needed to conduct effective audits. You'll learn how to define and plan an audit, use SWOT analysis, conduct interviews, write reports and develop action plans, all contributing to the optimization of HR processes in your organization.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Set up and manage an HR audit process
- ✓ Conduct audit interviews in the best possible conditions
- ✓ Assess the fit between actual practices and HR procedures
- ✓ Carry out literature reviews to assess HR processes
- ✓ Write a structured audit report and action plan
- ✓ Monitor implementation and progress of action plans

Intended audience

HR managers and staff, HR project managers, management controllers or experts required to carry out HR audits.

Prerequisites

No special knowledge required.

Practical details

Sub-group exercises, hands-on work, discussion.

Course schedule

PARTICIPANTS

HR managers and staff, HR project managers, management controllers or experts required to carry out HR audits.

PREREQUISITES

No special knowledge required.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Defining the audit and its objectives

- Defining HR auditing and its specific features.
- Define the objective of an HR audit: compliance, performance, etc.
- The difference between compliance and non-compliance.
- Choose the right audit strategy based on the HR process analysis.

Hands-on work

HR process mapping using SWOT. Use flow diagrams to visualize and improve key stages.

2 Designing your audit program

- Select a competent auditor to provide the right expertise.
- Identify relevant regulatory requirements to comply with legal standards.
- Plan the company's audit program methodically and comprehensively.
- Define deviations, including non-conformities, to guide corrective actions.
- Develop a structured framework of questions to guide interviews during the audit.
- Build the audit guide to ensure a rigorous and consistent approach.

Hands-on work

In sub-groups, teams are assigned and an audit is prepared.

3 Conducting the interview

- Establish a positive relationship for constructive interaction.
- Ask structured questions to obtain precise answers.
- Encourage suggestions to enrich the discussion.
- Practice active listening to understand and clarify.
- Managing conflict constructively (Karpman).
- Learn to resolve conflicts effectively.
- Take clear, relevant notes during the interview.
- Conclude the interview by summarizing key points and communicating conclusions.

Hands-on work

Oral audits based on predefined scenarios. Separate analysis of the process and behaviors observed.

4 Report and action plan drafting

- Summarize findings clearly and concisely in the audit report.
- Help auditees create a justified action plan with defined deadlines.
- Monitor implementation of the action plan and measure progress.

Hands-on work

Creation of an action plan with defined deadlines, followed by a dashboard to assess progress.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

5 Continuous improvement of HR processes

- Identify opportunities for improvement based on feedback.
- Develop innovative solutions to enhance the efficiency of HR processes.
- Work with teams to integrate best practices in human resources management.

Storyboarding workshops

Discussion of HR best practices to improve processes and collaborate effectively.

Dates and locations

REMOTE CLASS

2026 : 18 June, 24 Sep.