

AUDITING AND GOVERNANCE RISK AND COMPLIANCE | COURSE BROCHURE

Auditing Human Resources Processes

5 days | Classroom training | English

SMART HORIZON

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Amsterdam
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Course content

Why attend

HR processes carry risks related to legal compliance, payroll, fraud, fairness and data protection. This course covers auditing HR: recruitment and onboarding, employee records, payroll and benefits, performance and promotion, training, leavers and HR data security.

HR audits protect the organisation from legal and financial exposure. You will learn a complete approach to auditing HR.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

Audit programme design, file testing exercises, data analytics and case studies.

Course objectives

By the end of this course, participants will be able to:
- Identify key HR risks and controls
- Audit recruitment and onboarding
- Test employee records and payroll links
- Review performance, promotion and reward decisions
- Audit training and leaver processes
- Assess HR data protection

Target audience

This course is suitable for:
- Internal auditors
- HR auditors and compliance staff
- HR managers
- Audit managers
- Risk professionals



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Target competencies

Participants will develop competencies in:

- HR risk assessment
- Process testing
- Data analysis
- Compliance review
- Reporting

Course outline

Day 1: HR Risks

09:00–10:08	HR life cycle
10:08–11:00	Legal and fraud risks
11:00–11:30	**Coffee break**
11:30–11:45	Legal and fraud risks (continued)
11:45–12:53	Controls
12:53–14:00	Exercise

Day 2: Recruitment and Records

09:00–10:08	Recruitment controls
10:08–11:00	Onboarding
11:00–11:30	**Coffee break**
11:30–11:45	Onboarding (continued)
11:45–12:53	Employee files
12:53–14:00	Workshop

Day 3: Pay and Benefits

09:00–10:08	Payroll links
10:08–11:00	Benefits
11:00–11:30	**Coffee break**



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11:30–11:45	Benefits (continued)
11:45–12:53	Allowances
12:53–14:00	Exercise

Day 4: Performance and Development

09:00–10:08	Performance and promotion
10:08–11:00	Training records
11:00–11:30	**Coffee break**
11:30–11:45	Training records (continued)
11:45–12:53	Fairness
12:53–14:00	Case study

Day 5: Leavers and Data

09:00–10:08	Leaver processes
10:08–11:00	Access removal
11:00–11:30	**Coffee break**
11:30–11:45	Access removal (continued)
11:45–12:53	HR data protection
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Barcelona Confirmed dates	16 Nov 2026	20 Nov 2026	**€2,840.-**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,250.-**
Frankfurt Confirmed dates	30 Nov 2026	4 Dec 2026	**€2,650.-**
Online Confirmed dates	30 Nov 2026	4 Dec 2026	**€1,250.-**
Cape Town Confirmed dates	4 Jan 2027	8 Jan 2027	**€1,890.-**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**€1,250.-**
Rome Confirmed dates	25 Jan 2027	29 Jan 2027	**€2,450.-**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**€1,250.-**
Amsterdam Confirmed dates	15 Feb 2027	19 Feb 2027	**€2,540.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,250.–**
Dubai Confirmed dates	8 Mar 2027	12 Mar 2027	**€3,150.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.–**
Rome Confirmed dates	22 Mar 2027	26 Mar 2027	**€2,450.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**€1,250.–**
Vienna Confirmed dates	12 Apr 2027	16 Apr 2027	**€2,940.–**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**€1,250.–**
Barcelona Confirmed dates	3 May 2027	7 May 2027	**€2,840.–**
Online Confirmed dates	3 May 2027	7 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Vienna Confirmed dates	24 May 2027	28 May 2027	**€2,940.–**
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.–**
Rome Confirmed dates	14 Jun 2027	18 Jun 2027	**€2,450.–**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,250.–**
Paris Confirmed dates	28 Jun 2027	2 Jul 2027	**€2,860.–**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**€1,250.–**
Cape Town Confirmed dates	19 Jul 2027	23 Jul 2027	**€1,890.–**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**€1,250.–**
London Confirmed dates	9 Aug 2027	13 Aug 2027	**€2,450.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,250.-**
Cape Town Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,890.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,250.-**
London Confirmed dates	20 Sept 2027	24 Sept 2027	**€2,450.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**
Dubai Confirmed dates	4 Oct 2027	8 Oct 2027	**€3,150.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	25 Oct 2027	29 Oct 2027	**€1,450.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Dubai Confirmed dates	15 Nov 2027	19 Nov 2027	**€3,150.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.-**
Istanbul Confirmed dates	6 Dec 2027	10 Dec 2027	**€2,650.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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