

HUMAN RESOURCES | COURSE BROCHURE

HR Audit and Compliance Review

5 days | Classroom training | English

SMART HORIZON

info@smart-horizon.eu
Amsterdam
The Netherlands

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Course content

Why attend

An HR audit identifies gaps in compliance, policies and practices before they become costly problems. This course shows how to plan and conduct an HR audit covering employment documentation, recruitment, pay, working time, health and safety, data protection and HR processes, and how to report findings and track remediation.

Regular HR audits protect the organisation and improve HR quality. You will learn a structured audit approach you can apply immediately.

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 checklist development, file review exercises, case studies and reporting practice.

Course objectives

By the end of this course, participants will be able to:
• Plan an HR audit scope and approach
• Review employment records and documentation
• Assess compliance across key HR areas
• Evaluate HR process effectiveness
• Report findings and risk ratings
• Track remediation and improvements

Target audience

This course is suitable for:
• HR managers and officers
• Internal auditors
• Compliance professionals
• HR consultants
• Business owners



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Target competencies

Participants will develop competencies in:

- Audit planning
- Compliance review
- Process evaluation
- Reporting
- Remediation tracking

Course outline

Day 1: Why Audit HR

09:00–10:08	Risks in HR
10:08–11:00	Audit types
11:00–11:30	**Coffee break**
11:30–11:45	Audit types (continued)
11:45–12:53	Scope
12:53–14:00	Exercise

Day 2: Planning

09:00–10:08	Audit programme
10:08–11:00	Checklists
11:00–11:30	**Coffee break**
11:30–11:45	Checklists (continued)
11:45–12:53	Sampling
12:53–14:00	Workshop

Day 3: Conducting the Audit

09:00–10:08	Record reviews
10:08–11:00	Interviews
11:00–11:30	**Coffee break**



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11:30–11:45	Interviews (continued)
11:45–12:53	Process testing
12:53–14:00	File review exercise

Day 4: Findings

09:00–10:08	Risk rating
10:08–11:00	Root causes
11:00–11:30	**Coffee break**
11:30–11:45	Root causes (continued)
11:45–12:53	Recommendations
12:53–14:00	Case study

Day 5: Reporting and Follow-Up

09:00–10:08	Audit reports
10:08–11:00	Action plans
11:00–11:30	**Coffee break**
11:30–11:45	Action plans (continued)
11:45–12:53	Monitoring
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)
Dubai Confirmed dates	16 Nov 2026	20 Nov 2026	**€3,150.-**
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.-**
Kuala Lumpur Confirmed dates	4 Jan 2027	8 Jan 2027	**€1,450.-**
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.-**
London Confirmed dates	15 Feb 2027	19 Feb 2027	**€2,450.-**



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.–**
Vienna Confirmed dates	8 Mar 2027	12 Mar 2027	**€2,940.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.–**
Dubai Confirmed dates	22 Mar 2027	26 Mar 2027	**€3,150.–**
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)
Rome Confirmed dates	24 May 2027	28 May 2027	**€2,450.-**
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.-**
Cape Town Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,890.-**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,250.-**
Barcelona Confirmed dates	28 Jun 2027	2 Jul 2027	**€2,840.-**
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.-**
Dubai Confirmed dates	9 Aug 2027	13 Aug 2027	**€3,150.-**



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.-**
Amsterdam Confirmed dates	30 Aug 2027	3 Sept 2027	**€2,540.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,250.-**
Cape Town Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,890.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**
Rome Confirmed dates	4 Oct 2027	8 Oct 2027	**€2,450.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**€1,250.-**
Paris Confirmed dates	25 Oct 2027	29 Oct 2027	**€2,860.-**
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)
London Confirmed dates	15 Nov 2027	19 Nov 2027	**€2,450.-**
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

info@smart-horizon.eu
Amsterdam
The Netherlands

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