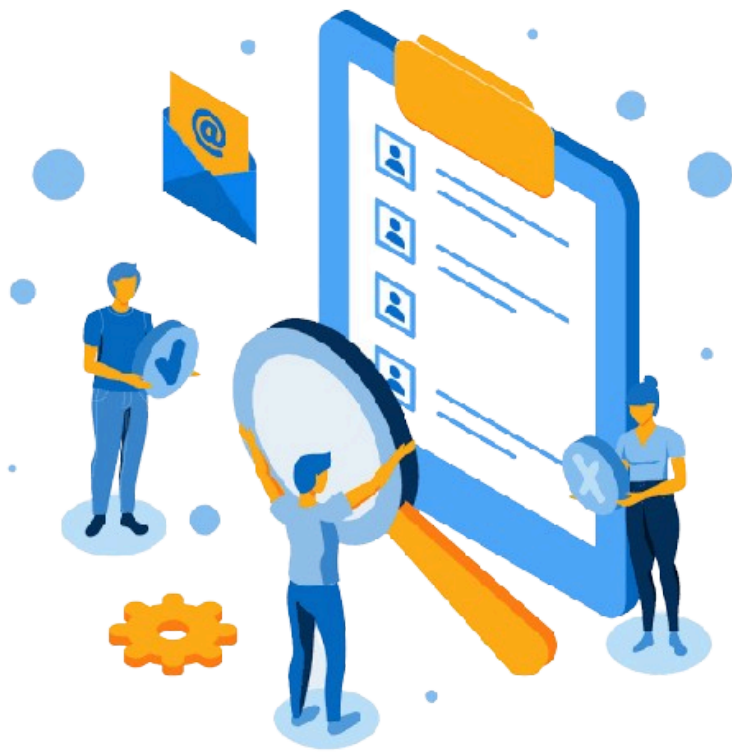




THE
AMBITIONHUB
Where learning never stops

The Ambition Hub is a professional certification institute that offers HR certification, Digital Marketing, Soft skills, Business Analytics, Data Analytics, Graphic Design, UI/UX, Spoken English and Personality Development.

HR Audit



The HR Audit course unlocks the keys to optimizing your organization's human resource functions. From assessing compliance to refining best practices, this comprehensive program empowers you to identify strengths and areas for improvement. Learn to conduct thorough evaluations that drive strategic HR decisions and elevate your company's overall performance.





Module 1

Introduction to HR Audit

- Overview of HR audits
- Importance and benefits of HR audits
- Types of HR audits (compliance audit, functional audit, etc.)
- Planning and preparation for an HR audit

Module 2

Legal Compliance and Regulatory Requirements

- Employment laws and regulations (e.g., EEO, ADA, FMLA, FLSA)
- Workplace safety and health regulations
- Privacy laws (e.g., GDPR, HIPAA)
- Record-keeping requirements



Module 3 Recruitment & Selection

- Job analysis and description
- Recruitment processes and practices
- Selection criteria and methods
- Applicant tracking and documentation

Module 4 Employee Relations

- Employee handbook and policies review
- Performance management processes
- Grievance handling procedures
- Workplace culture and employee morale assessment

Module 5 Compensation & Benefits

- Wage and hour laws compliance
- Benefits administration and compliance (e.g., retirement plans, healthcare)
- Payroll practices and audits
- Compensation benchmarking and fairness review

Module 6 Training & Development

- Training needs assessment
- Training program effectiveness
- Compliance training (ethics, safety, etc.)
- Career development and succession planning



Module 7 HR Metrics & Analytics

- Key HR metrics (turnover rate, absenteeism rate, etc.)
- Data collection and analysis methods
- HR dashboard development
- Using analytics to improve HR processes

Module 8 Technology & HR Information System

- HRIS functionalities and integration
- Data security and confidentiality
- HRIS audit and evaluation
- Emerging HR technologies



Module 9 HR Auditing Process

- Steps in conducting an HR audit
- Audit methodology (sampling, documentation review, interviews)
- Reporting findings and recommendations
- Follow-up and corrective action planning

Module 10 Case Studies & Practical Applications

- Real-world examples of HR audit outcomes
- Group discussions and case analysis
- Role-play scenarios for audit preparation and execution
- Practical tips for successful audits

Module 11 Emerging Trends in HR Auditing

- Impact of AI and automation on HR audits
- Globalization and cross-border HR considerations
- Diversity, equity, and inclusion audits
- Continuous improvement in HR auditing practices

Module 12 Ethical Considerations in HR Auditing

- Ethical standards in HR audits
- Handling confidential information
- Ethical dilemmas and decision-making



Certification Courses



Resume Building

Duration

- *45 Days*
- *Weekdays and Weekend Batch Available*

MODE

- *Offline*
- *Online*



Eligibility Criteria



- *Any Graduate*
- *Any Post Graduate*
- *BBA (HR)*
- *MBA (HR)*



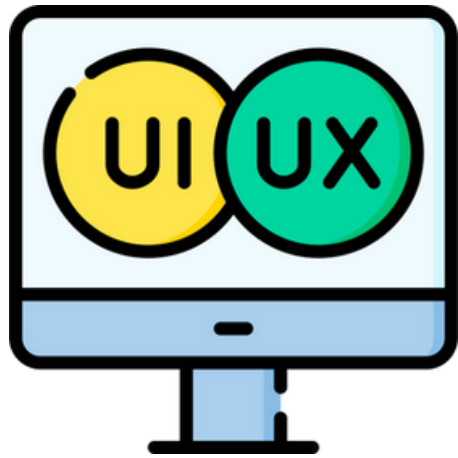
OPPORTUNITY



- *HR Generalist Executive*
- *HR Recruitment Executive*
- *HR Admin Executive*
- *HR Payroll Executive*
- *HR Generalist Manager*
- *HR Recruitment Manager*
- *HR Payroll Manager*
- *HR Manager*



OUR OTHER COURSES



*UI / UX
DESIGNER*



*DIGITAL
MARKETING*



*SPOKEN
ENGLISH*



*BUSINESS
ANALYTICS*



SOFT SKILLS

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