HR Compliance Auditing Training Course

Professional Development Training Course Outline

Category	Human Resource Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Human Resources (HR) compliance auditing is an essential practice for organizations striving to mitigate legal risks, ensure regulatory adherence, and maintain workplace integrity. HR Compliance Auditing Training Course equips HR professionals with advanced auditing techniques, enabling them to evaluate policies, identify compliance gaps, and implement corrective measures. Participants will gain actionable insights into employment laws, labor regulations, and industry best practices, enhancing organizational accountability and operational efficiency.

In today's rapidly evolving corporate landscape, HR compliance is more critical than ever. This program emphasizes practical tools, real-world case studies, and strategic frameworks to foster a culture of compliance. By mastering HR auditing, participants can proactively prevent violations, streamline HR processes, and align organizational practices with national and international labor standards. This course is tailored for HR managers, auditors, and compliance officers seeking to elevate their skills and drive measurable impact in their organizations.

Programme Curriculum

HR Compliance Auditing Training Course

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Course Duration

5 days

Course Objectives

1. Understand key HR compliance regulations and labor laws.
2. Learn to perform effective HR audits and compliance assessments.
3. Identify compliance gaps and risk areas in HR processes.
4. Develop actionable corrective action plans.
5. Enhance knowledge of employee rights and labor standards.
6. Master documentation and reporting best practices.
7. Understand data privacy and HR information management compliance.
8. Implement ethical HR practices across the organization.
9. Strengthen skills in policy review and HR governance.
10. Analyze case studies to recognize common compliance pitfalls.
11. Apply auditing tools and software for HR compliance tracking.
12. Build organizational capacity for continuous compliance monitoring.
13. Foster a culture of risk management and regulatory awareness.

Target Audience

1. HR Managers
2. Compliance Officers
3. HR Auditors
4. Recruitment Specialists
5. Payroll and Benefits Administrators
6. Employee Relations Professionals
7. Legal Advisors in HR
8. Organizational Development Consultants

Course Modules

Module 1: Introduction to HR Compliance

- Definition and importance of HR compliance
- Legal framework for HR operations
- Key labor laws and regulations
- Compliance vs. non-compliance risks
- Case study: Company fined for labor violations

Module 2: HR Auditing Fundamentals

- HR audit objectives and scope
- Types of HR audits

- Steps in conducting an HR audit
- Audit checklist development
- Case study: Audit uncovering payroll discrepancies

Module 3: Employee Documentation & Recordkeeping

- Maintaining employment records
- Legal requirements for documentation
- Audit of personnel files
- Confidentiality and data protection
- Case study: Missing employee documentation issues

Module 4: Recruitment and Onboarding Compliance

- Hiring policies and procedures
- Equal opportunity and anti-discrimination compliance
- Background checks and verification standards
- Onboarding documentation audit
- Case study: Recruitment process non-compliance

Module 5: Compensation, Benefits & Payroll Auditing

- Payroll compliance requirements
- Salary structures and statutory deductions
- Benefits compliance and reporting
- Auditing compensation policies
- Case study: Payroll non-compliance penalties

Module 6: Employee Relations & Workplace Policies

- HR policies and employee handbooks
- Conflict resolution procedures
- Workplace harassment and grievance handling
- Policy compliance audits
- Case study: Mishandling of employee complaints

Module 7: Training & Development Compliance

- Mandatory HR training requirements
- Skill development documentation audits
- Compliance with learning and development policies
- Reporting and monitoring training effectiveness
- Case study: Training compliance gaps

Module 8: HR Compliance Reporting & Corrective Action

- Preparing HR audit reports
- Risk assessment and mitigation strategies
- Implementing corrective actions
- Monitoring ongoing compliance
- Case study: Successful audit-driven compliance improvement

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com