

Best training to attend- A Lifetime Benefit

Advanced HR AUDIT

Organized By



"Witness real time case studies for effective learning"

On Completion Certificate will be issued by International Institute Of Business Intelligence



Integrating strategic HR audits in the organisation to improve the overall HR and business performance

Course Instructor

Dr. Aquil Busrai - GLOBAL HRD EXPERT

- CEO – Aquil Busrai Consulting
- Former Executive Director, Human Resources – IBM Corporation
- Former Director HR, Shell Malaysia & Former Managing Director Shell People Services Sdn Bhd
- Former Executive Director, Human Resources Motorola, SAARC Region
- Former Head Of HR – Uniliver, India & Kenya
- Past National President - National HRD Network

Training Focus

Covering the essential aspects of the HR Audit, this course will provide a framework of the audit process and put in place a streamlined method of monitoring and correction. From the all important aspects of preparing your department for an audit, perfecting the audit process and implementing the necessary changes, this course will take you through the A to Z of the HR Audit. By guiding you in the right direction, the course will assist you in aligning your department to the goals of the organisation and focussing on the vital concepts of compliance and sustainable growth. Considering not only the human factor of the organisation, the HR Department needs to ensure compliance to various regulations and legislations, and this course will assist you in moving your department into the next decade of compliance.

Your Solution For In-House Training

If you have a number of delegates with similar training needs, then you may wish to consider having an In-House Training solution delivered locally on-site. Course can be tailored to specific requirements.

Please Contact

+91 8928669386

email : enquiry@iibi-intl.com
to discuss further possibilities.

Venue : Novotel Juhu Mumbai
Date : 15th & 16th of November 2019

Benefits

1. **Ensure** HR is delivering what the business needs & fit for purpose
2. **Investigate** the key functional areas of HR to ensure they are meeting the needs of managers & employees, & are competitive to the market
3. **Measure** the effectiveness of HR using People analytics
4. **Use** the data to build the business case for HR
5. **Improve** the efficiency and quality of HR processes & procedures
6. **Exposure** to different HR practices
7. **Develop** a systematic framework for need analysis & profile of HR function in the organization
8. **Get feedback** on the contribution of the HR function to the organization's strategic business objectives
9. **Setting guidelines** for re-establishing HR performance standards
10. **Identifying** areas for change and improvement with specific recommendations

Who Should Attend

Vice President, Managing Directors, Directors, Heads, Team Leaders, Managers and Line Managers of:

- Human resource
 - Compensation and benefits
 - Payroll
 - Training and development
 - Talent management
 - Organisational development
 - Recruiting and acquisition
 - Employee relations
 - Workforce Planning and Support
 - Strategic Planning
- From across all industries

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COURSE INSTRUCTOR

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Dr. Aquil Busrai

GLOBAL HR EXPERT

CEO – Aquil Busrai Consulting

Former Executive Director, Human Resources – IBM Corporation

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Past National President - National HR Network

"Most Powerful HR professional in India" at the Asia-Pacific HRM Summit in Singapore

Having worked in the area of human resource management for 44 years, Aquil Busrai is presently the CEO of Aquil Busrai Consulting which he founded in 2010. He has worked at various MNCs including Unilever in Kenya and India, Shell Malaysia, Motorola and IBM India in leading positions related to HR. Busrai was also the President of Delhi Management Association and Vice-chairman for All India Management Association's Northern Region. In 2016, he was named among the "Most Powerful HR professional in India" at the Asia-Pacific HRM Summit in Singapore. An avid wildlife enthusiast, he usually dedicates his free time to follow his passion for wildlife photography.

On the education Front, he acquired his PhD in 2012 in the subject with XLRI Jamshedpur, one of the best schools of business management in India. He is Commerce graduate from XLRI merited with 1st rank and J M Kumarappa Gold Medal. Additionally, he holds LLB Degree as well as Advanced Diploma in Training and Development where he was awarded the Bharucha Gold Medal for Academic Excellence by the University.

Dr Busrai is a visiting faculty at Berkeley EMP and UCLA PGXP, besides Indian Institute of Management. He is a Fellow of All India Management Association and Past National President of National HRD Network.

Dr Busrai is a keen student of non-verbal communication and is authoring a book on 'Body Language'. He is an ardent wildlife enthusiast and a serious wildlife photographer.

The Role of Auditing

- Why companies carry out audits
- Outline of the different types of audits
- The role of the audit function
- Tips to get the best out of an internal or external audit of HR
- Dealing with audit findings

The HR Audit: An opportunity Or A Challenge

- Why carry out a HR audit?
- Benefits of carrying out a HR audit
- Legal compliance
- The role of HR and the audit function

The Audit Process

- Developing the audit plan
- Preparing for the audit
- Use of audit checklists
- Creating an audit questionnaire
- Stakeholder involvement and interviews
- Collating the information
- Challenges of carrying out a HR audit
- Latest Tools & Technologies in HRD audit

Human Capital Appraisal™: Outline of A Proprietary Strategic HR Audit Approach

- Outline of the process
- Understand the Fit-Cost-Value™ approach
- Understand how to use the various templates

Scope Of A HR Audit: Review How To Carry Out An Audit In Each Of These Key HR Areas

- HR strategy
- Recruitment
- Learning and development
- Compensation and developments
- HR organisational structure
- HR administrative services
- HR information system audit

Audit Findings and Follow Up

- Analysing the quantitative and qualitative data from the audit
- Identifying and structuring recommendations
- Developing an action plan
- Links with the audit company programme
- How to ensure successful implementation

Setting the Scene: Regional

- Review of the economic landscape in the region
- Look at the employment challenges facing companies in the region
- Key labour law issues

Setting the Scene: HR

- The key challenges facing HR departments
- The changing role of HR
- An outline of the latest developments in HR and people practices and how they can apply to companies in the region
- How HR needs to be more business focused and understand the financials

Understand People Analytics: Quantifying HR's Contribution

- Importance of measurement and performance
- The power of metrics in HR
- How HR analytics works
- Valuing the contribution of people to the business
- The power and challenge of managing Big Data
- How to move from operational reporting to predictive analytics

Benchmarking

- How and what to benchmark and against whom
- Use of ratios and other forms of measurement
- How to use the benchmark findings
- Best practice vs. fit for purpose

Developing HR Objectives & KPIs To Deliver The Audit Findings

- Importance of objectives and KPIs in managing the business
- The Balance Scorecard and its use in HR
- Linking audit objectives to corporate objectives
- How to develop SMART Objectives
- How to develop SMART KPIs

Building The HR Business Case

- Understand the financials
- How to quantify what HR does financially: ROI?
- Key parts of the business case
- Marketing the business case
- Influencing key stakeholders

Positioning Audit Findings with Management

- How HR positions itself with management
- Gaining management support to findings
- Gaining buy in from the HR team and managing the changes as a result of the audit
- How to improve your influencing skills
- How to improve your negotiating skills
- Marketing HR and improving its credibility with the management team

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REGISTRATION

Organized By



Name : _____
Position : _____
Email : _____
Name : _____
Position : _____
Email : _____
Name : _____
Position : _____
Email : _____
Organisation : _____
Address : _____

Town : _____ State : _____ Postcode : _____
Tel : () _____ Fax : () _____
Nature of Business : _____
Company Size : [] 1-100 [] 100-500 [] 500-1000+

Authorization:

Signatory must be authorized to sign on behalf of contracting organization.

Name : _____
Position : _____
Signature : _____ Date : ____/____/____

This booking is invalid without a signature.

Fees :

- [-] Professional training fee @ INR 39500 + Taxes
- [-] Professional training fee for international participants @ USD 1000 + Taxes
- [-] Table of 3 Delegates & benefit 10% Savings off the regular price.
- [-] Table of 5 Delegates & benefit 15% Savings off the regular price.
- [-] Table of 7 Delegates & benefits 20% Savings off the regular price.

Protection: for any reason whatsoever outside the control of IIBI the venue or speakers change, or the event be cancelled due to an act of terrorism, extreme weather conditions or industrial action, IIBI shall make an effort to reschedule apartheid the client hereby atones & holds IIBI training not detrimental from & against any & all costs, damages & expenses, including attorneys fees, which are incurred by the client. The construction, validity & performance of this Agreement shall be governed in all respect by the laws of India to the exclusive jurisdiction of whose Courts the Parties hereby agree to submit.



Business Opportunities

Please email enquiry@iibi-intl.com to discuss further possibilities.

Contact : International Institute of Business Intelligence
Tel : +91 8928669386
Email : enquiry@iibi-intl.com
Date: 15th and 16th of November 2019
Venue: Novotel, Juhu, Mumhai

International Institute of Business Intelligence
905, JMS Business Center, Behrmbaug, Jogeshwari West,
Mumbai 400102

Terms & Conditions :

Imbursement Terms: Following conclusion & return of the registration form, entire sum is required within 5 working days from receipt of invoice.

PLEASE NOTE: It is mandatory to make the payment prior to the date of the event.

1. The receipt of payment shall be duly acknowledged. Space constrains requires us to advise you for an early registration to evade any kind of disappointment.

2. The company reserves the right to refuse admission if payment is not received on time. **Termination & Replacement; provided if the total fee has been paid, we shall not charge extra for any replacement.**

1. We shall allow replacements within 14 days from the date of the event with an extra cost of 10% subject to an administration fee which is equal to 10% of the total fee to be transferred.

2. All bookings carry a 50% cancellation liability instantly subsequent to a executed sales contract received by IIBI (as referred hereinabove. A written communication in regards to Cancellations must be six (6) weeks prior to the scheduled date of conference in order to obtain a full credit for any future International Institute Of Business Intelligence conference. The service charges are entirely non-refundable & non-creditable.

3. Payments terms are stated hereinabove and are five days prior to the conference. Nonpayment or non-attendance does comprise cancellation executing the contract; the client agrees that in case of dispute or cancellation of this contract IIBI will not be able to assuage its losses for any less than 50% of the total value of the contract.

4. For whatsoever reason, IIBI decides to cancel or postpone the conference; IIBI shall not be responsible for covering airfare, hotel, or other travel costs incurred by clients.

PLEASE NOTE THE PROGRAMME CONTENT IS SUBJECT TO CHANGE WITHOUT NOTICE:

1. Copyright etc: All Intellectual property rights in all materials produced or distributed by IIBI in connection with this event is expressly reserved & any unauthorized duplication, publication or sharing is forbidden.

2. Information regarding its clients are kept on IIBI group companies database & used by IIBI group companies to assist in providing preferred products & services which may be of attention to the client & which will be informed by Letter, Phone, Fax, (Inc. automatic dialing) Email or other electronic means. If you do not want IIBI to do this please tick this box { } For training & security purposes telephone calls maybe recorded.

3. Important note: While every reasonable effort will be made to hold fast to the advertised package, IIBI retains the right to modify event dates, sites ,location or omit event features, or merge the event with another event, as it feels essential without any penalty & in such situations no refunds, part refunds or alternative offers shall be made.

4. The incident of enduringly cancelling the event IIBI for any reason whatsoever, (including, but not limited to any force majeure occurrence) & provided that the event is not postponed to a later date nor is merged with another event, the client shall receive a credit note for the amount that the client has paid to such incidental cancellation of the event, legitimate for one year and can be substituted to any another IIBI event. No refunds, part refunds or alternative offers shall be made.

5. Governing law: This Agreement shall be governed & inferred in agreement with the law of India & the parties submit to the exclusive jurisdiction of the Indian Courts in Mumbai. However IIBI solitary retains the sole discretion of waiver & submits to the jurisdiction of the Court suiting the client.

6. Client hereby reiterates that this Contract is valid, binding & enforceable; & that he/she has no basis to claim that any payments required under this Contract at any time are improper, disputed or unauthorized in any way.

7. Client acknowledges that they have read & understood all terms of this contract, including, without limitation, the provisions relating to cancellation.