

## **Certified Human Resource Auditor Training**

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
1st - 5th May, 2023	08:30 AM-11:30 AM	5 Day(s)	Lake Naivasha Resort, Naivasha	6	60,000.00

### **Course Overview**

This certification program qualifies participants as a Certified Human Resource Auditor (CHRA) ® upon successful completion. HR has a legal and a financial impact on the organization. Therefore, HR Professionals should ensure the integrity and accuracy of the data they use and the processes they follow in their departments. One way to ensure that this is actually happening is by auditing the HR processes & activities currently in place. This course is designed to help participants identify the critical areas in HR that must be audited through an in depth step - by - step process and systematic series of questions about key compliance, risk management, internal audit, and HR Management issues. HR audits should additionally provide suggestions for corrective action. This program answers the question: Is the HR Function Fit to Purpose?

## **Course Objectives**

By the end of this program, participants will be able to;

- Acquire a comprehensive knowledge to the concept, evolution, and objective of HR Audit.
- Realize the meaning of audit and its role in business improvements through HR.
- Identify areas of weaknesses in organizational processes related to recruitment and selection, employee records keeping, performance appraisal, and payroll.
- Recognize various methodologies in evaluating HR and its impact including interviews,
   Observation, Questionnaires, records and secondary data.
- Learn & Perform auditing HR subsystems like recruitment and manpower planning, Performance Management System, training and learning etc.
- Develop a detailed and accuracy-focused approach to human resources.
- Create a plan of action to improve HR processes in their organization

### Target Groups

This training is suitable to a wide range of professionals but will greatly benefit;

CHRP. Den PN Gathitu Secretary General

**Academy of Certified Human Resource Professionals** 



# Academy of Certified Human Resource Professionals Ltd.

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IHRM: C00259 NITA: NITA/TRN/1234

DATE: 20:10:2025		PROFORMA INVOICE						
Invoice To:								
Organization Name								
Organization Name:								
Phone Number:								
Email Address:								
QTY	DESCRIPTION		NET (KES)	VAT (KES)	GROSS (KES)			
1	1 Certified Human Resource Auditor Training		60,000.00	9,600.00	69,600.00			
GROSS: Sixty Nine Thousand Six Hundred 69,600.00								
***PAYMENT DETAILS***								
Pay Bill No: 247247 Account No.: 300245 Amount: KES 69,600.00								
Bank Name: Equity Bank Bank Account Name: Academy of Certified Human Resource Professionals Ltd								
Bank Branch: Kenyatta Avenue Bank Physical Address: Kenyatta Avenue								
<b>Bank Account Number:</b> 1 2 9 0 2 7 1 2 4 5 7 5 3								
Nomination Authorization & Funding Confirmation								
Organization KRA PIN:								
Contact Person:								
Position:								
Signature:								
Date:								
Email the duly completed document to adminitiacly norm								