

REINVENTING HR AUDIT

Transforming perceptions of audit for enhanced HR performance



Book now

to save much more off the Regular Price!

SINGAPORE

27-28 May 2019

KUALA LUMPUR

24-25 June 2019

MALAYSIA: UP TO RM 2,600 CLAIMABLE under HRDF – SBL scheme
See Page 6 for more details.

Course takeaways for all delegates:

- A) CPF/Payroll Audit Checklist (worth USD 200)
- B) Playbook to set up internal controls in HR (worth USD 350)

LEARN HOW TO

1. Appreciate HR audit and how it can benefit you and your company
2. Understand how to conduct an HR audit to ensure both legal and process compliance
3. Optimise your resources to stay focused by scoping and assessing your audit
4. Get access to a step-by-step guide on running successful HR audits
5. Establish HR audit findings common to many organisations
6. Deal with the results of HR audit exercises in the most appropriate manner
7. Comply with your local employment laws and HR processes by auditing legal and process compliance
8. Implement a full comprehensive assessment of a HR department with various guides and case studies

ABOUT YOUR COURSE TRAINER



Eckart Jensen

CEO and Owner, HRACT Pte Ltd based in Singapore

- Highly specialised trainer, speaker and consultant in HR audit, speaking regularly at HR audit and compliance events
- Chairman of the HR Committee at the Singaporean-German Chamber of Industry and Commerce
- Over 30 years of experience in senior in-house HR positions at top organisations in Germany and Singapore such as Daimler-Benz and Daimler Chrysler, specialising in Organisational Development, Training and Development, HR Compliance and Audit
- Spearheaded a key HR Compliance and Audit Project for Asia Pacific and Africa during his time as Vice President of Daimler AG

PAST TESTIMONIALS OF THE COURSE TRAINER

“Eckart is a very experienced trainer who was able to meet my expectations of the course.”

– Head of Human Capital Policy, PETRONAS

“A very knowledgeable, approachable and attentive trainer who delivered extremely good content. He can’t be better!

– HR Vice President, Deutsche Bank Malaysia

“The trainer shared his experience with practical examples which greatly benefited me.”

– Deputy Director, Housing and Development Board (HDB) Singapore

COMPANIES THAT HAVE BENEFITED FROM ECKART'S EXPERTISE

- Aeon Credit Service Berhad
- Deutsche Bank Malaysia
- DHL
- Far East Organization
- Felda Global Ventures
- Great Eastern Life Assurance
- Housing and Development Board (HDB) Singapore
- HSBC
- Keppel Land
- Lucasfilm Animation
- Maersk
- National Healthcare Group Singapore
- Nestle Malaysia
- Nordea Bank Finland
- OCBC Bank
- PETRONAS
- Prime Minister's Office, Brunei Darussalam
- Sembcorp Marine
- Siemens
- Sime Darby Plantation
- Sony Electronics
- Sony Music Entertainment
- ST Kinetics
- Tenaga Nasional Berhad
- United Overseas Bank (UOB)
- United Parcel Service (UPS)
- Wildlife Reserves Singapore
- Wing Tai Clothing Malaysia

And many more organisations around the world in both the private and public sectors

HR Masterclass Series is brought to you by *Human Resources*

www.hr-masterclass.net

Contact: Seraphine Neoh | +65 6423 0329 | seraphinen@humanresourcesonline.net

WHY YOU SHOULD ATTEND

Payroll non-compliance costs APAC organisations a penalty of US\$1.24 million on average over 5 years.”

- *CEB ADP Payroll Survey 2015, ADP Consultants*

If other areas of the HR function were to be taken into consideration besides payroll, the total cost of HR non-compliance would be unimaginable.

Given such potentially high costs, it is surprising that many organisations in the Asia-Pacific region are still not conducting proper HR audits on a regular basis. Besides the high cost of non-compliance, mindsets have to change as well. HR audits help ensure that company operations run smoothly and efficiently. They are also able to uncover certain costs that can be minimised or done without, adding on to business profitability and survival. However, not everyone realises the importance of HR audits and welcomes them, even though performance could be enhanced to a large extent through regular audits.

Our two-day in-depth course in HR Audit aims to change that perception and reluctance. Led by a subject matter expert who has comprehensive knowledge of HR audit, Eckart Jensen, this course is aimed at C-Suite leaders, HR professionals and managers who wish to know exactly how to conduct and optimise an HR audit for success.

The workshop also provides information on employment laws to help navigate the various legal challenges present in different jurisdictions. This could go a long way in unleashing the largely untapped potential of HR audits for maximum business and financial impact.

WHO SHOULD ATTEND

Directors, Managers, Team Leads and Executives in the following functions:

- Human Resources
- HR Metrics and Analytics
- HR Information Systems (HRIS)
- HR Business Partners
- Compensation and Benefits
- Organisational Design
- Workforce Planning
- Human Capital Management
- Talent Management

All other professionals who wish to learn how to conduct successful HR audits

COURSE OUTLINE - DAY 1

TIME	AGENDA
8.45am	Registration
9.00am	Introduction and Networking 1. Introduction to HR Audit and Principles of an Auditor <ul style="list-style-type: none">• Definition of HR Audit• Differences and similarities between HR Audit, HR Assessment and HR Investigations• Principles of a professional Auditor
10.30am	Break
11.00am	2. Audit to Ensure HR Compliance (Legal Compliance and Process Compliance) <ul style="list-style-type: none">• Primary sources of legal compliance – The Employment Act and Industrial Relations Act• Secondary sources of legal compliance – Selected employment-related laws and regulations• Process compliance – HR business models, HR process models and HR standards 3. Scope and Purpose of an HR Audit <ul style="list-style-type: none">• Purpose of the audit(s)• Scoping an audit to stay focused
12.30pm	Lunch
1.30pm	4. Seven Steps of a Successful HR Audit <ul style="list-style-type: none">• Step 1: Information collection and update of existing resources• Step 2: Setting up an Audit Toolkit• Step 3: Data collection and documentation (using approved audit methods)• Step 4: Summary of target group-specific audit findings (report or presentation)• Step 5: Risk classification of audit findings• Step 6: Remediation plan• Step 7: Monitoring and tracking
3.00pm	Break
3.15pm	5. Common HR Audit Findings <ul style="list-style-type: none">• Privacy Data regulations are not known or not implemented• HR policies do not exist or are outdated• The legal framework is not transparent in HR• Incomplete reporting of benefits• Business Continuity Plans do not exist or are not tested• Insufficient steering of external vendor• Segregations of duties are not fully implemented• User Access Rights to HR IT applications are not transparent• Insufficient controls relating to Employee Master Data• Agency workers are treated like own employees• Payroll is outsourced and has substantial mistakes
5.00pm	End

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COURSE OUTLINE - DAY 2

TIME	AGENDA
8.45am	Registration
9.00am	6. Auditing Legal Compliance in Singapore/Malaysia <ul style="list-style-type: none">• Employment Law• Fair employment regulations (e.g. Harassment regulations)• Statutory payments• Tax and Immigration
10.15am	Break
10.30am	7. Auditing Process Compliance in Singapore/Malaysia <ul style="list-style-type: none">• HR governance/HR policies• Outsourcing of HR services• HRIT
12.30pm	Lunch
1.30pm	7. Auditing Process Compliance in Singapore/Malaysia (Continued) <p>Processes to support the Employee Lifecycle</p> <ul style="list-style-type: none">• Planning your current and future workforce• Recruiting and staffing the right talent• Managing employment• Developing your workforce• Pay and reward performance• Terminating employment
3.00pm	Break
3.15pm	8. Implementing a Comprehensive HR Audit with Case Studies <ul style="list-style-type: none">• Full comprehensive assessment of an HR department• Payroll audit (outsourced payroll)• Immigration audit (process audit)• Cases from delegates, if preferred
5.00pm	End

Reinventing HR Audit		
Location	Singapore	Kuala Lumpur
Dates	27-28 May 2019	24-25 June 2019
Price Per Person	<p>Early Bird: SGD 2,000 (on or before 15 April)</p> <p>Early Bird: SGD 2,300 (on or before 29 April)</p> <p>Regular Price: SGD 2,800 (after 29 April)</p> <p>*Excluding GST</p>	<p>Pre-Early Bird: USD 1,100 (on or before 13 May)</p> <p>Early Bird: USD 1,500 (on or before 27 May)</p> <p>Regular Price: USD 1,900 (after 27 May)</p>
Contact Person for Registration and Group Discounts	<p>Seraphine Neoh Senior Project Manager Tel: +65 6423 0329 Email: seraphinen@humanresourcesonline.net</p>	
Rebates under Government Schemes	<p>Malaysia – Under the Human Resources Development Fund (HRDF), registered employers can claim rebates for trainings conducted by an overseas trainer/ training provider. For more information, please visit http://www.lighthousemedia.com.sg/HRMY_HRDF.pdf</p>	
Amendment / Cancellation Policy	<ol style="list-style-type: none"> All bookings are final. Should you be unable to attend, a substitute delegate is welcome at no extra charge. HR Masterclass Series cannot provide any refunds for cancellations. HR Masterclass Series reserves the rights to alter the programme without notice, including the substitution, amendment or cancellation of trainers and/or topics. HR Masterclass Series is not responsible for any loss or damage as a result of a substitution, alteration, postponement or cancellation of the event. 	

About HR Masterclass Series

As the training division of *Human Resources*, HR Masterclass Series takes a proactive role in organising a regional series of public and in-house training courses across Asia. Together with our conferences and awards shows, these courses form part of a complete suite of events specifically tailored for senior HR professionals.

Courses are conducted in a personalised and interactive workshop setting with practical case studies and exercises from our expert trainer. Delegates will take away global best practices, fresh ideas and customised solutions for implementation back in their organisations.

HR Masterclass Series is committed to being a trusted learning partner of HR practitioners throughout Asia.

Past HR Masterclass Series Delegates were from:

- ABB
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- Carrier International
- DHL
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- Ericsson
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- Hilton Hotels & Resorts
- Hong Kong Jockey Club
- International SOS
- Kantar Health
- Malaysia Airlines
- Malaysia Airports Holdings
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- Maxis Mobile
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- Sime Darby
- Singapore National Eye Centre
- Singapore Press Holdings
- SMCP Hong Kong
- SME Bank Malaysia
- StarHub
- Suntec Singapore
- Telekom Malaysia
- Tenaga Nasional Berhad
- The Walt Disney Company
- Tune Hotels
- United Overseas Bank (UOB)
- VADS Berhad
- Volvo
- WorleyParsons
- Yale-NUS College
- Yokogawa Engineering
- Zurich Insurance

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