

Soft-Train



*At Soft-Train
Technology Works*

Auditing Your Human Resources Department (4 Days)

COURSE GOAL: To help HR professionals accurately gauge their strengths and weaknesses

PREREQUISITES: None

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Learn to help your HR Department to develop action plans for improving problem areas."
- Recruitment and selection
- Training and development
- Employee relations
- Benefits
- Compensation
- HR planning
- Diversity and EEO
- Evaluate your HR department's effectiveness

KEY TOPICS:

I. Information Gathering:

- A. Department Mission
- B. Department Organization
- C. Department Employees
- D. Labor Relations
- E. Recruitment and Selection
- F. Education, Training and Development
- G. Employee Relations
- H. Benefits
- I. Compensation

II. Evaluation

- A. Department Mission
- B. Department Organization
- C. Department Employees
- D. Labor Relations
- E. Recruitment and Selection
- F. Education, Training, and Development
- G. Employee Relations
- H. Benefits
- I. Compensation

III. Analysis

- A. Total Category Ratings
- B. Department Mission
- C. Department Organization
- D. Department Employees
- E. Labor Relations
- F. Recruitment and Selection
- G. Education, Training, and Development
- H. Employee Relations
- I. Benefits
- J. Compensation
- K. Functional Category
- L. Grouping Analysis

- M. Summary Analysis
- N. Human Resources Survey
- O. Category and Analysis
- P. Perception Analysis
Summary
- Q. Human Resources
Department Analysis
Comparison with Advisory
Board Weightings
- R. Human Resources
Department Analysis Using
Your Weightings
- S. Cost Comparison
Analysis
- T. Asset Comparison Matrix
- U. Final Analysis

IV. Action Planning

- A. Action Planning Charts