



# ISO 30414 Human Capital Reporting Lead Auditor Course

## **COURSE OBJECTIVES**

The “ISO 30414:2018 Lead Auditor” course provides comprehensive training for participants to be able to:

- Understand to audit each and every ISO 30414:2018 guidelines;
- Identify measurement opportunities; diagnose HR financial and operational measures,
- Quantify HR department’s contribution to the overall bottom line, through solid, factual, and verifiable data and analyze toughest workforce decisions with easy-to-use mathematical formulas.
- Learn fundamental auditing skills;
- Implement methods to comply with the ISO 30414:2018
- Audit process and techniques
  
- Improve Auditor’s skills and techniques
- Examine the requirements of ISO 30414 from an Auditor Perspective
- Write Audit reports process and follow up corrective actions
- Plan, Lead, Conduct and report an ISO 30414 audit;
- Effectively verify root cause analysis as part of the ISO 30414 Management procedure on corrective action

## **WHO NEEDS THIS COURSE?**

- Persons responsible for conducting certification audits according to ISO 30414:2018 requirements
- Persons involved in the ISO 30414:2018 certification audit process

## **COURSE CONTENT**

- **Background and Development of ISO 30414:2018**

- Definition of ISO 30414:2018
- Benefits of ISO 30414:2018
- Types of Audits
- Why Human Resources Reporting Audits are needed
- **Introduction to the Requirements of the ISO 30414:2018 Standard**

- Interpretations of Key Terms
- Elements of a Management System
- Planning
  - Reporting structure, roles and responsibilities
  - Comparability of Reporting
  - Risk Management

- Implementation
  - Tools and procedures for data collection
  - Collecting HR Data

- Analysis of HR Metrics
  - Compliance
  - Costs
  - Diversity
  - Leadership
  - Occupational health and safety
  - Organizational culture
  - Productivity
  - Recruitment, Mobility, and Turnover
  - Skills and capabilities
  - Succession planning
  - Workforce availability

- **The Process Management Approach**

- Process Management Approach
- The Planning Phase
- Establish Process Measurements
- Analyze the Process
- Design or Redesign the Process
- Process Mapping
- **Introduction to Management Review**

- Making Management Review relevant to Management
- What will be reviewed?
- Establishing the Objectives

- Planning the Management Review
- Output of Management Review
- **ISO 19011:2018**
  
- Fundamentals of Internal Auditing
- Decide how to Audit
- Principles of Auditing
- **Managing an Audit Programme**
  
- Preparation & Planning Of Audits
- Preparation Of checklist
- **ISO 19011:2018 and ISO 30414:2018**
  
- **Audit Activities**
  
- **ISO 30414:2018** Audit Process
  
- External Audit processes and criteria
- Identification of Non-Conformities [N/C's].
- Documenting the Audit (Audit Report)
- Conducting Audit Follow-Up
- Practical Auditing Exercise
- **Competence and Evaluation of Auditors.**
  
- **Creating a Corrective Action Plan**
  
- What is Root Cause Analysis?
- When (and when not) to use Root Cause Analysis
- The Root Cause Analysis Process
- How to construct a Root Cause Analysis Checklist
- Examples of how a well-run Root Cause Analysis Process works
- Corrective and Preventive Actions

**Duration: 5 days**

### **Training Methodologies**

- Case Study
- Individual Exercises
- Role Play
- Group Exercises
- Group Presentation

- Examination