

8th May, 2026

Contact Units: Human Capital, Learning and Development

Dear Sir/Madam,

RE: 6 CPD POINTS ON HR COMPLIANCE AUDIT MANAGEMENT BEST PRACTICES

Brainstorm Management Consultants will be conducting a workshop on HR Compliance Audit Management Best Practices to be held at Gilean Hotel, Machakos. We are therefore inviting you and your staff to participate in this program and hope it may meet your organizational needs:

Dates	8th – 12th June, 2026
Location	Gilean Hotel, Machakos
Fees	Kshs. 85,000 + VAT
Application Deadline	5th June, 2026

Summary of the Programme:

In an era of evolving regulations, HR compliance audits serve as essential safeguards against legal exposure while optimizing workforce management. HR compliance is an ever-evolving concept and HR departments need to continuously review their processes to ensure they meet the expectations of regulators and the approach of employees. Organizations committing to routine audits position themselves not only to mitigate risks but to foster trust and operational resilience in competitive markets.

An HR compliance audit is a structured way to review and verify that an organization's HR practices meet legal standards. Building a compliant workplace is about integrating the laws and regulations into everyday practices. These five days training has been developed to help participants adopt HR compliance best practices that can help in protecting protect an organization from legal risks and create a fair and transparent work environment, identify potential risks, close any compliance gaps, and strengthen overall HR operations and to ensure compliance with employment law and make it a shared responsibility

Target Group

This training is meant for HR professionals, managers, and executives who are involved in HR processes, compliance and organizational development and any other staffs that would like to improve their skills on HR compliance auditing.

Benefits of this program:

At the end of this course, participants will be able to

- Identify and rectify non-compliance issues before they escalate into costly legal disputes, government fines, and penalties.
- Build an effective HR compliance program
- Demonstrate a commitment to ethical and compliant practices to enhance the organization's reputation as a responsible employer, which helps attract and retain top talent.
- Identify potential hazards and ensure compliance with occupational safety standards to create a safer work environment for employees.
- Learn about compliance, best practices and how to identify areas for improvement within HR functions.

IRHM Reg. No C00262, NITA Ref: No. NITA/TRN/832

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How to proactively manage risks and ensure HR functions are both compliant and strategically aligned with business goals

Course Outline

Day One (1)

08.45 a.m. Introduction and setting the workshop objectives and goals.

09.00 a.m. Introduction to HR Compliance Audit Management

- Overview of HR compliance audit
- Learn how to prepare for an HR compliance audit
- How to continually assess and refine your internal processes to remain competitive and responsive to employee needs.
- Understand how to evaluate your compliance with legal requirements, align them with organizational goals, and overall effectiveness
- Create a realistic timeline for each phase of the audit, including data collection, analysis, reporting, and implementation of changes.
- Create value on how to align HR practices with organizational goals, ensure fair treatment to foster a positive work environment
- How to assess the effectiveness of current HR processes and identify areas for enhancement.
- Learn how to assess changes that have impact on HR functions and employee engagement to ensure that the workforce remains aligned with the new direction of the company
- Foster a positive environment and promote fair treatment, consistent application of rules and improved employee satisfaction.

10.30 a.m. Tea Break

11.00 a.m. Planning and Preparing for HR Compliance Audit

- Learn how to effectively plan and prepare for an HR compliance audit
- Understand the current and upcoming challenges and prepare for them in due time.
- Learn how to set clear, measurable goals for the audit and determine which HR functions or departments to be reviewed.
- Create a realistic timeline for each phase of the audit, including data collection, analysis, reporting and implementation of changes.
- How to align compliance to an organization's cultural expectations
- Learn how to create a structured action plan to address the identified gaps.
- Perform a self-audit or gap analysis to identify areas of non-compliance, potential vulnerabilities or knowledge gaps within the organization.
- Continuously monitor progress on corrective actions and schedule follow-up mini-audits to ensure long-term compliance and continuous improvement.

13.00 p.m. Lunch Break

14.00 p.m. HR Compliance Audit Analysis & Reporting

- Discuss how to develop and implement corrective measures, update policies, conduct training.
- Create a comprehensive report detailing findings, risks, and recommendations.
- Develop management action plans to correct non-compliance and improve processes
- Learn how to assess and enhance your organization's key HR functions.
- How to prepare for an HR compliance audit
- Create a realistic timeline for each phase of the audit, including data collection, analysis, reporting and implementation of changes.
- Develop a methodical, step-by-step approach to assess and evaluate current practices and identify opportunities for improvement.
- How to conduct regular HR assessments that identify strengths and areas for improvement to assess and enhance an organization's key HR functions.
- Learn how to audit the various functions that contribute to employee satisfaction and overall business success.
- Day one (1) summary

Day Two (2)

08.20 a.m.

Review of day one activities and setting the days' goals and objectives

08.45 a.m.

HR Audit and Non-Compliance Management

- Learn how to conduct follow-up and implement corrective actions, changes, fostering cross-functional collaboration for holistic compliance.
- How to systematically address areas of non-compliance by prioritising them according to their impact on the organisation.
- Develop a structured action plan, complete with timelines and assigned responsibilities, facilitates orderly resolution and prevents recurrence.
- Ensure the right tools, budget, and personnel are available to execute corrective measures effectively.
- How to proactively address HR compliance challenges to mitigate risk and increase confidence and faith in their employees
- How to involve relevant departments in implementing changes, fostering cross-functional collaboration for holistic compliance.
- Implement robust data management and update HR policies can help mitigate risks and improve compliance
- Develop a structured action plan, complete with timelines and assigned responsibilities and prevent recurrence.

10.30 a.m.

Break

11.00 a.m.

Effective Strategies for Conducting an HR Compliance Audit.

- Learn how to identify discrepancies between an organization's current practices and the required standards or regulations.
- Determine the need for corrective action and how to address identified gaps.
- Learn how to address identified issues to mitigate risks, improve HR efficiency and build a stronger and more compliant culture.
- Create a detailed plan that outlines the steps needed to correct each identified non-compliance issues
- Clearly communicate the audit findings and the new or revised policies to all employees and managers
- How to identify weaknesses and ensure compliance to protect an organization from potential failures and their consequences.
- Establish a mechanism to monitor the implementation of corrective actions and evaluate their effectiveness
- Learn how to effectively manage non-compliance and build a more resilient and efficient HR function that supports overall business goals.
- How to create an HR compliance improvement plan and monitoring system for an organization.

13.00 p.m.

Lunch

14.00 p.m.

Developing and Enforcing Compliance Programs

- Document how employees are supported in learning and development to demonstrate investment in the capability of your workforce.
- Develop and enforce comprehensive compliance programs that safeguard the organization against legal and regulatory risks
- Understand how to create HR policies that align with labor laws and company values and training other HR staff on these policies
- Learn how to create a robust compliance program that not only meets regulatory requirements but also build trust, enhance the reputation and contributes to long-term business success.
- Learn how to conduct regular risk assessments and internal audits to evaluate the effectiveness of existing compliance measures
- How to implement ongoing and role-specific training programs to ensure all employees understand their compliance obligations, the potential consequences of non-compliance, and the reporting mechanisms available to them.
- How to ensure that an organization adheres to laws, regulations, and ethical standards.
- Key steps in developing and establishing clear policies, conduct employee training and implement regular audits to monitor compliance effectiveness
- Day two summary

Day Three (3).

08.45 a.m. Review of day two (2) activities and setting the days' agendas.

09.00 a.m. HR Audit Compliance and Risk Management

- Overview of HR audit and compliance risk management
- Learn how to identify, assess and mitigate risks related to legal and regulatory requirements in HR to avoid legal penalties and maintain a positive workplace culture
- How to conduct regular internal HR audits, risk assessments and investigations to identify non-compliance and manage compliance risk registers.
- Understand how to detect non-compliance with labor laws to prevent penalties.
- Learn how to leverage technology for effective HR risk management
- How to protect an organization from legal risks, enhance operational effectiveness and foster a positive work environment that ensures HR practices are not only compliant but also aligned with the strategic goals of the organization
- Understand how to ensure compliance with laws and regulations while assessing the effectiveness of HR functions.
- Learn how to verify that HR policies and procedures are consistently and fairly applied across the organization.
- Understand how to effectively oversight the HR function

10.30 a.m. Tea Break

11.00 a.m. Developing an HR Audit Plan and Checklist for a Specific Department.

- How to develop an HR audit plan and checklist for a specific department by identifying key areas to assess.
- How to create a checklist that includes specific tasks and questions for each area to ensure a thorough evaluation of HR practices within a department.
- Learn how to develop an HR audit plan and checklist for a specific department that includes a systematic review of policies, procedures, and compliance with labor laws
- Learn to create a checklist that includes specific criteria for each area, ensuring it aligns with your organization's policies and legal requirements.
- Learn how to identify areas for improvement and ensure that the organization adheres to legal standards.
- How to develop an effective structured approach to help ensure that HR audit is thorough and effective, leading to improved HR practices and compliance.
- Developing a targeted HR audit plan and checklist for a specific department to ensure legal compliance and improve operational efficiency

13.00 p.m. Lunch Break

14.00 p.m. Data Protection and Employee Privacy Management

- Discuss how to protect sensitive information by restricting access to HR data to trained, authorised staff only.
- Learn how to verify how employee records and surveillance data are handled
- Learn how to regularly review and update records to ensure all information is accurate and up to date.
- Oversee meticulous HR record-keeping and how to ensure data accuracy for audits and regulatory reporting
- Ensure accurate, complete and securely stored personnel files and data privacy compliance accurate, accessible, and up-to-date HR records
- Learn how to verify compliance with data protection regulations for employee information.
- How to implement robust data protection, safeguard employees while fulfilling critical legal and ethical duties.
- Learn how to work with IT department to implement secured systems for storing and transmitting employee data for dealing with confidential information.

Day Four (4).

08.45 a.m. Review of Day Three (3) activities and setting the days' agendas.

09.00 a.m. Implementing HR Compliance Improvement Plans

- Understand HR compliance improvement plans
- Learn how to address identified HR issues to mitigate risks, improve efficiency and build a stronger, more compliant culture.
- How to manage HR compliance and avoid legal risks
- How to create HR compliance improvement plan and monitoring system for an organization.
- How to develop targeted strategies to address gaps, ensuring all employees are trained on relevant laws and policies to mitigate risks.
- Establish a mechanism to monitor the implementation of corrective actions and evaluate their effectiveness
- Regularly assess the effectiveness of the plan and make necessary adjustments based on feedback and changing regulations
- Implementing a schedule for internal audits to help an organization stay ahead of compliance issues.

10.30 a.m. Break

11.00 a.m. Managing Wage, Benefits and Payroll Compliance

- Why conduct a wage, payroll and benefits HR Audit
- Learn how to ensure an organization adhere to wage practices, comply with minimum wage laws, overtime regulations and equal pay provisions
- How to administer benefits and adhere to complex, changing labor laws through clear policies, regular training, robust recordkeeping, prompt complaint resolution
- Learn how to maintain strict wage and benefits compliance to avoid penalties, lawsuits, and reputational damage resulting from compensation-related violations
- Learn how to ensure employees are paid correctly and on time, while protecting the organization from legal penalties.
- Learn how to adhere to labor laws, tax regulations (like PAYE), social security contributions and other statutory obligations to avoid fines and legal issues.
- Discuss how to implement strong internal controls to prevent fraud and errors, involving regular audits and secure data handling to protect sensitive employee information.
- Learn how to maintain detailed, accurate and secure records of all payroll transactions for internal analysis and external audits.
- Learn how to conduct regular payroll audits to identify discrepancies and ensure compliance with all relevant local and federal regulations.

13.00 p.m. Lunch Break

14.00 p.m. Digital Transformation in HR Compliance Audits

- Define the scope of the digital transformation and link it directly to business goals and specific, measurable KPIs such as a reduction in time-to-hire or turnover rates.
- Learn how to automate routine tasks like payroll, benefits administration and leave tracking using HR software (HRIS) to reduce errors and save time.
- How to transition from manual, periodic audits to continuous, automated monitoring.
- How to use audit logs within HR systems to track data changes and access, identify compliance issues proactively before they escalate.
- Learn how to ensure accurate digital record-keeping to facilitate compliance with labor laws and tax regulations.
- Understand how to use HR analytics and dashboards to monitor compliance metrics in real-time and proactively address potential risks.
- Develop effective techniques for conducting HR audits within a digital framework, including evaluating HR software and identifying gaps in the tech stack.
- Ensure new digital tools integrate seamlessly with existing systems (e.g., payroll, ERP) to avoid data silos and manual data entry
- Use data analytics to track the performance of digital initiatives against defined KPIs.
- Day four summary

Day Five (5).

08.45 a.m.

Review of day four (4) activities and setting the days' agendas.

09.00 a.m.

Monitoring HR Compliance Audit

- Conduct routine checks of employee records for regulatory compliance.
- Collaborate with legal and regulatory teams on compliance interpretations and implementations.
- Implement a continuous monitoring system to ensure ongoing adherence to legal standards.
- How to track measure and validate adherence to regulatory requirements and internal policies through continuous evaluation of controls.
- Investigate and resolve compliance-related concerns or incidents.
- Compile and analyze data to measure compliance effectiveness.
- Coordinate corrective actions for compliance violations with various departments.
- Monitor compliance with OSHA and other occupational health and safety requirements.
- Conduct routine checks of employee records for regulatory compliance.
- How to proactively address HR compliance challenges to mitigate risk and increase confidence and faith in the employees
- How to promote a proactive and ethical workplace environment where all employees understand their roles in maintaining compliance.

10.30 a.m.

Break

11.00 a.m.

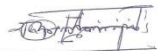
HR Audit Report, Action Plan and Complying with Workplace Regulations

- Learn how to pinpoint both gaps and opportunities, set benchmarks, and formulate action plans that elevate the overall effectiveness of the HR function.
- How to develop a well-structured HR audit report becomes a strategic document that drives improvement and aligns your organization's HR functions with its overarching goals
- Identify risks and create internal guidelines that align with laws, making employees accountable.
- Develop effective approaches to creating an HR audit report and make your report clear and concise
- Highlighting specific areas of non-compliance or inefficiency.
- How to build a strong culture where employees understand their roles in safety, ethics data privacy and ensure consistent adherence to evolving laws to prevent legal pitfalls.
- How to conduct systematic checks to ensure adherence to laws while fostering a safe, fair environment through transparency, employee involvement and corrective action
- How to use regular audits, spot-checks and tracking systems to check policy adherence and identify issues early.
- Conduct regular HR audits to proactively identify compliance issues.
- Stay updated on changes in employment laws and regulations.
- Evaluation and closing remarks

13.00 p.m.

Lunch Break

Thanking you for your anticipated response. Yours faithfully,



Amos Omollo
Chief Trainer

Note: All IHRM members in attendance will earn CPD points

Booking Form

Registration and Booking Form: Complete in either CAPITALS or by computer		
Course name:	HR Compliance Audit Management Best Practices	June, 2026
Title:	First name:	Last Name:
Mailing address:		
Tel (Work):	Cell phone number:	Email:
Specialization:		Organization:
Previous experience in HR Compliance Audit Management work:		
Present or anticipated role in HR Compliance Audit Management Work:		
Please identify three objectives for participating on this course: 1) 2) 3)		
Course Fee due: Kshs. 85,000 Exclusive 16% VAT Non-Residential		
Paying by cheque: (Checks should be drawn to Kenya Commercial Bank and made payable to Brainstorm Management Consultants Ltd		
<input type="checkbox"/> Please invoice my organization for the total amount due		
Name of organization:		
Organisation contact Person :		Email address of contact person :
Organization address:	Postcode:	Phone number: Fax number:
Please print out this form and return it with payment or invoicing details Acknowledgement will be sent by email within 3 working days of receiving the form & payment		



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APPLICATION FOR AWARD OF CPD POINTS FOR A SPONSORING AGENT

Applicant should complete all the questions in block letters

1. Name of Accredited Sponsoring Agent: **Brainstorm Management Consultants Ltd**
2. Training Title: **HR Compliance Auditing Management.**
3. Target Group: **This training is meant for HR professionals, managers, and executives who are involved in HR processes, compliance and organizational development and any other staffs that would like to improve their skills on HR compliance Auditing**
4. Date(s) when the training will be held: **8th -12th June 2026.**
5. Venue: **Gilean Hotel, Machakos.**
6. Name and position of individual whom Institute will deal with: **Mr. Amos Omollo Chief Trainer.**
7. Resource Persons (*Attach CVs, ID cards/Passports and copies of relevant certificates*)

No.	Name	Qualifications
1.	Mr. Amos Omollo	MBA
2.	Mr. Peter Namayi	MBA HR

Name and position of the person making the application: **Mr. George Misinjro.**

Signature:  Date: **23rd April, 2026.**

For official use only:

Approval by the CPD Committee

Approved/Not Approved

Number of Awarded CPD Points **6 SIX**

Chair, CPD Committee **For CPD Redrick Karani**

