

Course Outline



LEAD HR
CONSULTANCY

Lead HR Consultancy - LHRC

Overall Course Objective:

To prepare HR professionals to act as HR consultants by auditing organizations, identifying gaps, providing solutions, and implementing ready-to-use HR systems, tools, and forms across various departments.

Module 1: Understanding HR Consultancy and Audit Roles

- Topics Covered:
 - Introduction to HR Consultancy, compliance, and documentation
 - Introduction to using assessment forms, checklists, scoring sheets, and their purposes
- Learning Objectives:
 - Understand the HR consultant's initial scope and approach
 - Identify organizational HR gaps through structured auditing given questionnaires
 - Use diagnostic tools for consultancy
 - Use scoring tools for quality and completeness

Module 2: Why Lead HR Consultancy Training

- Topics Covered:
 - Review of essential HR forms (appraisals, job descriptions, processes, forms, etc.)
 - Gap identification and customization based on organizational needs
 - Understand “why” and the “secrets” of the main given tools
- Learning Objectives:
 - Evaluate the effectiveness of job descriptions, forms, rules, and more...
 - Understand the power of recruitment and its relation to job descriptions
 - Understand the power of recruitment
 - Master the influence of performance appraisal on employees
 - Learn about the latest AI HR tools for HR professionals

Module 3: Samples, tools, forms, processes, and internal rules

- Topics Covered:
 - Understand the main tools used by HR consultants
 - Understanding alignment with labor laws

- Scoring SOP presence and clarity across departments
- Reviewing or designing appraisal systems
- Learning Objectives:
 - Audit existing SOPs and HR policies
 - Align documents with legal and operational standards
 - Provide SOP development guidance
 - Learn performance appraisal and KPI's best practices
 - Learn and review processes around different departments

Module 5: Skills assessment

- Topics Covered:
 - Understanding KPIs and role alignment
 - Setting up appraisal templates and performance scores
 - Review top highlights for job descriptions, processes, and interview processes.
- Learning Objectives:
 - Enhance focus on HR consultancy-related issues
 - Integrate KPIs and measurable performance indicators
 - Risks associated with not having job descriptions
 - The importance of HR reports
 - Get the assessment's correct information after completion

Final Deliverables

- Completed company audit workbook
- Final report with audit scores and action plan
- Certificate of completion