

# Training Outline



**LEAD HR**  
CONSULTANCY

## Lead HR Consultancy - LHRC

### Overall Training 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 using the given questionnaires
  - Use diagnostic tools for consultancy
  - Use scoring tools for quality and completeness

### Module 2: Why Lead HR Consultancy

- 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
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- 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