

Training Outline



LEAD HR
CONSULTANCY

Lead HR Consultancy - LHRC

Overall Training Objective:

To prepare HR professionals and learn about HR consultancy by 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
- 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

- HR Checklist
- HR Toolkit, form, processes, KPIs, performance appraisal...
- Certificate of completion

NB: "The Lead HR Consultancy (LHRC™) program is an independent professional training program designed for educational and professional development purposes."

Starting or completion of our training programs does not constitute certification of the participant, their organization, or their HR practices.

Participants will receive a Certificate of Completion only, confirming that they have completed a CPD-accredited program. This certificate represents training completion only and does not confer professional certification, licensing, or official authority to use CIQHR branding or claim certification.

Providing access to CIQHR tools and materials is for training purposes only and does not certify participants to deliver HR services or assessments independently.