Academy of Certified Human Resource Professionals,
Regus Suites, I&M Tower, 15th Floor, Kenyatta Avenue,
P. O. Box 18582 - 00100, Nairobi, Kenya.
+254 700 722 522 | +254 722 300 245
admin@achrp.org | https://achrp.org

IHRM: C00259 NITA: NITA/TRN/1234

AUDIT REPORTING & ACTION PLANNING TRAINING

Date	Time	Duration	Venue	CPD	Cost (EXcl. VAT)
3rd Oct, 2025	9:00 AM-12:00 PM	3 Hour(s)	Zoom, Online	1	1,500.00

Course Overview

This module focuses on the crucial final steps of the audit process: reporting and action planning. Participants will learn how to prepare executive summaries, present audit findings to stakeholders, and develop corrective action plans.

Course Objectives

By the end of this program, participants will be able to;

- By the end of this module, participants will be able to prepare and present audit reports to management and stakeholders.

Target Groups

This training is suitable to a wide range of professionals but will greatly benefit;

- HR Professionals
- HR Generalists aiming to specialize in HR auditing.
- HR Managers transitioning to advanced auditing roles.
- Professionals seeking certification as Human Resource Auditors.
- Internal Auditors focusing on HR compliance and risk.

Video Link(s)

Module Title	Video Link
Audit Reporting & Action Planing	https://www.youtube.com/watch?v=JOnfNdDVb6U

CHRP. Den PN Gathitu
Secretary General
Academy of Certified Human Resource Professionals