

HR Audit Closure Exit Meeting Agenda

Meeting Title	HR Audit Closure Exit Meeting
Date	_____
Time	_____
Location	_____
Participants	Audit Team, HR Head, Department Representatives, Management
Facilitator	_____

Agenda

Time	Agenda Item	Lead
09:00 - 09:10	Welcome and Introductions	HR Head
09:10 - 09:20	Purpose of the Exit Meeting	Audit Team Lead
09:20 - 09:45	Summary of Audit Process	Audit Team
09:45 - 10:15	Presentation of Audit Findings	Audit Team
10:15 - 10:35	Discussion on Recommendations & Improvement Areas	All
10:35 - 10:50	Action Plan and Timelines	HR, Management
10:50 - 11:00	Questions & Clarifications	All
11:00 - 11:10	Conclusion and Next Steps	HR Head

Important Notes

- This agenda serves as the official closure of the HR audit process and communicates key outcomes to all stakeholders.
- Documentation and clear communication in this meeting help ensure accountability and effective implementation of recommendations.
- All action items and assigned responsibilities should be tracked and followed up as per agreed timelines.
- This document may be archived for audit trail and future reference purposes.