Human Capital Governance and Disclosure Training Course

4 – 8 January 2027
Tokyo

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Ref: 1225_190465 **Date:** 4 – 8 January 2027 **Location:** Tokyo **Fees:** 10000 Euro

Overview

Human Capital Governance and Disclosure Training Course is a one-week course for HR leaders, reporting teams, workforce analysts, and assurance functions who leave with a Human Capital Disclosure File. The course connects human capital governance, workforce metric architecture, reporting boundary decisions, materiality assessment, workforce data quality, and disclosure assurance. Participants build evidence chains from governed data through management review and external reporting. Agile Leaders Training Center presents human capital disclosure as a governed decision process.

Who Should Attend

- HR governance functions responsible for human capital accountability and reporting policy
- Human capital reporting functions responsible for metric selection and disclosure preparation
- Workforce analytics functions responsible for metric definitions, data lineage, and variance analysis
- Internal assurance functions responsible for control testing and evidence review
- Enterprise risk functions responsible for workforce-related risk and opportunity reporting
- Finance and sustainability functions responsible for coordinated organizational disclosures

The course assumes participants prepare, review, govern, or assure workforce information and leaves out introductory HR administration, financial valuation, and jurisdiction-specific filing rules.

Departments and Industries

The course supports human capital governance and disclosure across:

- Human resources, people analytics, workforce planning, and organizational development departments
- Governance, internal audit, enterprise risk, finance, and sustainability functions
- Financial services, healthcare, energy, and technology organizations
- Manufacturing, logistics, construction, and professional-service organizations
- Education, nonprofit, public-interest, and development organizations

Learning Objectives

By the end of this course, participants will be able to:

- Analyze governance roles and stakeholder information needs
- Apply materiality and reporting-boundary decision criteria
- Build a governed human capital metric architecture
- Evaluate workforce data quality and disclosure controls
- Compare narrative, quantitative, and variance evidence
- Use assurance findings to strengthen reporting decisions

Course Agenda

Day 1: Governance and Reporting Context

- ISO 30408 Human Governance Reference Map
- Human Capital Reporting Accountability Matrix
- Stakeholder Information-Needs Analysis
- Governance, Strategy, Metrics, and Variance Framework
- Human Capital Disclosure Policy Charter

Day 2: Materiality and Reporting Boundaries

- Human Capital Materiality Assessment Method
- Reporting Audience and Decision-Use Matrix
- Consolidated and Separate Reporting Boundary Test
- Workforce Population and Coverage Reconciliation
- Disclosure Topic Selection and Exclusion Record

Day 3: Metrics and Workforce Data

- ISO 30414 Human Capital Area Map
- Workforce Metric Definition and Ownership Register
- ISO 30435 Workforce Data Quality Cycle
- Data Lineage and Source-Control Diagram
- Metric Calculation and Variance Review Sheet

Day 4: Disclosure Controls and Evidence

- Quantitative and Narrative Disclosure Pack
- Human Capital Dashboard and Commentary Template
- Disclosure Preparation and Approval Workflow
- Evidence Index and Control-Test Schedule
- Management Review and Reporting Decision Log

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Day 5: Disclosure Assurance Practice

- Exercise: Test Governance and Reporting Accountabilities
- Exercise: Evaluate a Materiality and Boundary Decision
- Exercise: Trace a Workforce Metric to Source Evidence
- Exercise: Review a Human Capital Disclosure Pack
- Capstone Exercise: Human Capital Disclosure File

Practical Exercises

The course uses suggested activities to practice human capital reporting decisions:

- Suggested activity: reconcile workforce coverage for a multi-unit manufacturing organization
- Suggested activity: test productivity and well-being metric evidence in healthcare
- Suggested activity: evaluate materiality and narrative commentary for a technology disclosure
- Suggested activity: present assurance exceptions and reporting decisions to a governance committee

FAQs

Who does human capital governance and disclosure training suit, and what does it assume?

Human capital governance and disclosure training suits experienced HR, analytics, governance, risk, finance, sustainability, and assurance functions and assumes responsibility for workforce information, reporting decisions, controls, or evidence.

How does human capital governance and disclosure differ from workforce analytics training?

Human capital governance and disclosure determines accountability, materiality, reporting boundaries, metric controls, evidence, approval, and assurance, while workforce analytics training concentrates primarily on analysis methods and insight generation.

What belongs in a human capital disclosure framework?

A human capital disclosure framework records governance responsibilities, reporting audiences, material topics, boundaries, metric definitions, data sources, narrative explanations, approvals, evidence, control tests, and management decisions.

How should workforce data quality support human capital disclosure?

Workforce data quality supports disclosure through defined data requirements, controlled capture, documented maintenance, review checks, reconciliations, ownership, issue resolution, and evidence linking each reported metric to its source.

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What evidence supports disclosure assurance?

Disclosure assurance uses approved policies, metric definitions, source records, lineage maps, reconciliations, calculation files, variance reviews, narrative support, approval logs, control tests, issue records, and management review decisions.

Conclusion

Participants take back a Human Capital Disclosure File containing a governance matrix, materiality assessment, boundary test, metric register, data-quality cycle, disclosure pack, evidence index, and decision log. The file turns workforce information into governed reporting evidence. It supports consistent disclosures, traceable review, accountable decisions, and assurance across reporting cycles.