

AUDIT REPORT WRITING WORKSHOP

Introduction:

A good internal audit report is one that clearly communicates the objectives, scope, and findings of an audit engagement and in doing so motivates its readers to take the internal audit's recommended actions.

This 2-day workshop equips participants with the knowledge and skills needed to prepare clear, concise, and effective audit reports. It empowers participants to enhance their reporting skills and contribute to the effectiveness and credibility of audit processes within their organizations.

Course Objectives:

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

- Identify the target audience and adapt writing accordingly.
- Structure the audit reports for greater impact.
- Write audit findings using the five elements of an audit observation, criteria, condition, cause, consequences and correction action.
- Understand the typical audit report structure for various types of reports.
- Understand the mandatory information required for every audit report and other best practices.
- Produce a concise and compelling executive summary .
- Improve the quality of their audit reports through techniques that address tone, clarity, conciseness and accuracy.
- Review, finalize and distribute audit reports in compliance with reporting standards.

Course Contents:

- The purpose of an Audit Report
- Internal Standards on Audit Reporting
- Understanding the audience of Audit Reports
- Importance of Clarity, Objectivity and Conciseness in Audit Report Writing
- Types and Forms of Audit Reports
- Contents of an Audit Report
- Key components and Structure of an Effective Audit Reports
- Key Stages in the construction of an Audit Report – The Process
- Planning and Preparation for Audit Reporting

- Effective Audit Report Writing Techniques
- Audit Report Presentations
- Guidelines for writing the Executive Summary
- Five Cs of an Audit Finding
- Communicating Audit Results Effectively
- Reviewing and Finalizing Audit Reports
- Wrap-up and Review

Who Should Attend:

Internal Auditors / Audit Committee Members and for all levels of Personnel who would like to understand and improve their audit report writing competency.

Training Methodology:

- Lectures
- Group Work
- Exercises
- Case Studies
- Group Discussion
- Participants will receive comprehensive course manuals with reference materials.

Award of Certificate:

Participants will be issued with a Certificate of Successful Completion upon meeting 75% of the required course attendance.

Duration:

2 days (14 hours)

Course Fee:

\$500 nett per trainee (GST is not applicable).

(Course fee is inclusive of all training materials and light refreshments.)