Effective Report Writing (ERW)

Duration: 4 hours per session over 4 days

CPD: 16 | **LEVEL: 1,2,3**

TECHNICAL SKILLS

COURSE BENEFIT

The aim of this course is to enable participants to effectively present the results of their internal audit engagement. .

COURSE OBJECTIVE

After completion of this course, participants will be able to:

- Identify and develop constructive audit findings
- Discuss audit findings with clients
- Obtain agreement with management to take corrective actions
- State the objectives and methods of reporting
- Develop an audit report outline
- Compile an effective report and
- Provide guidance and constructive feedback on a report

COURSE OUTLINE

Session 1 (4 Hours) - Morning Session 08:30 – 12:30
- Introduction and Setting of Objectives
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- The Value Proposition of Internal Auditing
- Understanding the role (practical case study 1)
- The IPPF – audit and reporting process
- Performance Standard 2400

Session 2 (4 Hours) - Morning Session 08:30 – 12:30
- Recap Unit 1

- Understanding the Fundamentals of an Internal Audit Finding
- Practical case study – pre-assessment
- Sources of audit findings
- Identifying and unpacking the key elements of an internal audit finding
- Heading
- Rating the finding
- Criteria
- Condition
- Determining the cause (includes discussion on fishbone and 5 Whys)
- Establishing the impact/risk exposure
- Determining the cause / contributing factors

Session 3 (4 Hours) - Morning Session 08:30 – 12:30
- Recap Unit 2
- Developing Various Audit Findings (video clips scenarios and workplace case studies)
- Practical Application
- Review and discussion (feedback) in terms of the audit findings

Session 4 (4 Hours) - Morning Session 08:30 – 12:30
- Recap Unit 4
- Developing the Internal Audit Report (structure for impact)
- Effectiveness of reporting (characteristics of an effective report)
  - Key components of the report (developing the executive summary and the main body of the report) Developing the audit report (structure for impact)
  - Following up reports
- English Writing Tips (high level pointers
- Practical Application
- Review and discussion (feedback) in terms of the practical case study
- Conclusion – What have we learned?

Please be advised of the event terms and conditions.
Delegates are also requested to review the content and the levels of the courses presented before booking, to ensure they are attending the right course.

Please click here for **general course information**

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