Effective Report Writing (ERW)

COURSE BENEFIT

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

COURSE CONTENT

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
- Introduction and Setting of Objectives
- The IIA Standards – audit and reporting process
  - Sources of audit findings
  - Elements of audit findings
  - Determining the audit objective
  - Assessing the condition
  - Establishing the impact
- The Audit and Reporting Process (as per the Standards)
- Overcoming resistance to change through effective communication
- Agreeing action and resolving disagreements
- Developing the audit report (structure for impact)
- Following up on reports
- Effectiveness of reporting (characteristics of an effective report)
- (New section included): English Writing Tips (high level pointers (1 hour session)
- Case studies: Please refer to “Method of Evaluation” below
- Conclusion – What have we learned?

METHOD OF EVALUATION

Participants will be required to develop and write numerous findings and to construct a report using the best practice principles learned during the course. The nature of this course is highly interactive and practical – numerous case studies will be presented. The presenter will review the final products for the adequacy and effectiveness thereof.

A 10% group discount will apply to organisations placing a simultaneous booking for 2 or more registrants.

Please click here for general course information

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.