Essential Audit Leadership:
Skills for Today and Tomorrow

About This Course

Course Description
There are essential skills every leader needs to manage people and to manage projects. However, an internal audit leader's day-to-day encounters are quite different from the encounters of leaders in other professions. The leadership role of an internal auditor requires the ability to identify and navigate the nuances of professional relationships, recognize the strengths and weaknesses within an organization’s systems and culture, position the internal audit activity as trusted advisors, remain highly effective.

The Essential Audit Leadership: Skills for Today and Tomorrow course provides an increased awareness of the overall effectiveness of internal auditors as leaders, and will provide a framework and a series of methods to assist participants in developing skills to create and maintain efficient, effective, and motivated teams of internal auditors.

Who will benefit from this course?
This course will benefit internal audit practitioners who want to develop into well-rounded leaders, and it is applicable for any industry. The key topics cater to the growing needs that are a result of increased auditor involvement in organizations worldwide and industrywide. The course identifies the dynamics of leadership styles, effective communication, productive relationship management, quality decision-making, and more.

Course Objectives

- Identify the leadership skills of an effective internal audit leader.
- Discuss the factors that affect motivation.
- Recognize social styles and dimensions.
- Practice relationship management to build rapport.
- Explain the channels of communication.
- Identify communication techniques and recognize communication barriers.
- Discuss the components and the prioritization of the decision-making process.
- Define the criteria of increased productivity and performance.
- Use performance management systems to manage employee performance.
Course Topics

**Unit 1: Leadership**

*Unit Objective:* Identify the leadership skills of an effective internal audit leader.
- Definition of leadership.
- Types of power.
- Types of leaders.
- Attributes of effective leaders.

**Unit 2: Motivation**

*Unit Objective:* Discuss the factors that affect motivation.
- Motivation versus Leadership.
- Motivation principles.
- Factors affecting motivation.
- Motivational theories.
  - Maslow’s Hierarchy of Needs.
  - Herzberg’s Two-Factor Theory.
  - Expectancy Theory.
- Motivation techniques.

**Unit 3: Leadership Styles**

*Unit Objective:* Recognize social styles and dimensions.
- Self-perception and behavioral styles.
- Assertiveness dimensions.
- Responsiveness scale.
- Social styles.
- Assertive behaviors and versatility dimensions.
- Leadership methods.
- Style observation rules.

**Unit 4: Relationship Management**

*Unit Objective:* Practice relationship management to build rapport.
- Building rapport.
- Building productive relationships.
- Influencing others.
- Managing differences.
- Managing Conflict.
**Unit 5: Communications**

**Unit Objectives:** 1) Explain the channels of communication; 2) Identify communication techniques and recognize communication barriers.

- Channels of communication.
- Communication process.
- Neurolinguistic programming.
- Preferred sensory modality.
- Preferred thinking styles.
- Preferred modes of expression.
- Listening styles.
- Effective listening techniques.
- Communication barriers.
- Communication techniques.

**Unit 6: Decision-making**

**Unit Objective:** Discuss the components and the prioritization of the decision-making process.

- Components of decision-making.
- Delegation principles.
- Components of effective delegation.
- Decision-making steps.
- Decision-making risks.
- Problem-solving steps.

**Unit 7: Performance Evaluations**

**Unit Objectives:** 1) Define the criteria of increased productivity and performance; 2) Use performance management systems to manage employee performance.

- Performance management overview.
- Benefits of performance evaluations.
- Empowerment.
- Performance evaluation process.
- Defining performance expectations.
- Four criteria of standards.
- Observing and evaluating performance.
Course Information

Course Duration: 4 Days

CPE Hours Available: 32

Knowledge Level: Basic

Field(s) of Study: Personal Development

Prerequisite(s): None

Advance Preparation: None

Delivery Format(s): On-site Training (Group-Live); Seminar (Group-Live)