High-Impact Audit Reporting

About This Course

Course Description
Internal audit’s perspective can provide valuable insight and have a strong impact on an organization. However, in order to provide that valuable insight, persuasive communication skills are essential for auditors at all levels. High-quality audit reporting is a key communication tool that assists management in understanding audit discoveries and results.

The High-Impact Audit Reporting course focuses on the importance of delivering clear, transparent, and objective audit reports. At the conclusion of this course, you will have gained effective communication skills and techniques that will enable you to convey critical information, and write effective and meaningful audit reports, using a variety of delivery methods. In addition, you will participate in various group activities and discussions that will reinforce key audit reporting concepts.

By participating in this course, auditors in all sectors and at all levels will learn how to effectively communicate audit observations that meet professional standards, elicit management action, and communicate crucial messages to executives and board-level readers.

Course Objectives

• Discuss the importance of delivering results that utilize business acumen disciplines.
• Explain how audit results impact an organization’s business objectives and operating processes.
• Recognize the importance of critical thinking when developing and communicating audit results.
• Recognize the communication needs of audit report readers and writers.
• Review the five components of the audit report.
• Explore various reporting methods and formats.
Course Topics

The Audit Reporting Tasks
- Audit reporting guidance.
- Uses and purpose of audit reporting.
- Uses and audit reporting audiences.
- Audit reporting limitations.

Audit Reporting Structure
- Audit reporting planning elements.
- Audit reporting elements.
- Communication of audit results.
- Other reporting considerations.

Communicating Audit Results
- Developing and presenting audit results.
- Developing interim reports and memorandums.
- Formatting audit reporting.
- Comparing audit reporting structures.
- Conducting peer reviews.
Course Information

Course Duration: 1 Day

CPE Hours Available: 8

Knowledge Level: Basic

Field of Study: Communications and Marketing

Prerequisites: Writing Audit Observations

Advance Preparation: None

Delivery Format: eLearning (Group-Internet-Based); On-site Training (Group-Live); Seminar (Group-Live)