Internal Audit Report Writing: Improving Mindset, Clarity and Focus Overview

OVERVIEW
Composing an Internal Audit report need not be difficult and time consuming. However, many audit professionals at all levels still could be struggling and find this auditing process challenging particularly to articulate their findings and thoughts to the clients in a clear and convincing manner to draw positive responses to change.

There is be a simple and yet effective approach that each audit professional should master in addressing the above challenge.

In this 2-day intensive workshop, audit professionals will gain from knowing that it is vital to appreciate the larger picture of the audit findings in relation to the business risk and governance practices before putting their thoughts in systematic writings to convince their client to adopt changes to better the business processes and risk management countermeasures. Another must-have skill which will be covered in this workshop is the ability to correctly identify root cause for each finding so that proper remedy can be prescribed to strengthen the internal control system.

Other key areas that will be covered to realise the objective of the workshop include:
- The significance of Audit Issues
- Differentiating Audit Finding and Audit Issue
- Summarising and Prioritising Audit Issues
- Creating more impact: Focus on ‘Real’ Audit Issue’s Implication
- Critical 6 Cs in measuring the Audit Report
- Choosing the right words and sentences to create a constructive tone
- Managing Exit Meeting: Effective delivery of Audit Findings to the process owners
- Emerging types and formats of Audit Report
- Executive Summary: Key Features & Adopting ‘Consulting Approach’ in presenting
- Mapping Root Cause to COSO Internal Control Framework
- New method to render solutions (Audit Recommendations) to address Audit Issues
- Rendering the right Audit Opinion: Understanding the basis and rationale

METHODOLOGY
Case Studies, Group Discussion will be featured throughout the workshop to enhance the learning objectives

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* All Fees will be subject to 6% GST

TIME: 9:00 am – 5:00 pm (Registration on Day 1 at 8:30 am)

EARLY BIRD FEE: 10% discount for registration with full payment received one (1) month prior to respective workshop dates

TARGET AUDIENCE
Levels II - III
Internal Audit Managers, Audit Supervisors, Senior Executives and Junior Executives

IMPORTANT NOTICE:
Participants are required to bring their own laptop.

FEES
(Early Bird Fee: 10% discount for registration with full payment received one (1) month prior to respective workshop dates)
RM 2,400 (Member)
RM 2,900 (Non-member)

CPD POINTS
16

TRAINER
Steven Yee

CLOSING DATE FOR REGISTRATION
2 weeks before training dates