

€ TRAINING

Mastering the Art of Audit Report Review and
Evaluation



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Introduction:

This 5-day "Reviewing of Audit Reports" training course is designed to equip participants with the necessary skills and knowledge to review and evaluate audit reports. This course will cover various aspects of audit reports, including their purpose, structure, and key elements, and will provide practical tools and techniques for reviewing and assessing their quality and accuracy.

Course Objectives:

At the end of this course, the participants will be able to:

- Understand the purpose and role of audit reports in organizations.
- Gain knowledge of the structure and key elements of an audit report.
- Develop skills for reviewing and evaluating audit reports for accuracy and completeness.
- Acquire practical tools and techniques for analyzing and interpreting audit data.
- Build confidence in communicating the results of audit reports to stakeholders.

Targeted Audience:

- This course is designed for internal auditors, external auditors, finance professionals, and other individuals who are involved in reviewing and evaluating audit reports.

Course Outlines:

Unit 1: Introduction to Audit Reports

- Overview of Audit Reports
- Purpose of Audit Reports
- Types of Audit Reports
- Importance of Audit Reports
- Key Elements of an Audit Report

Unit 2: Structure and Formatting of Audit Reports

- Introduction to Audit Report Structure
- Common Audit Report Formatting
- Key Information in an Audit Report
- Making Effective Use of Tables, Charts, and Graphs
- Enhancing Report Readability

Unit 3: Reviewing Audit Reports for Accuracy and Completeness

- Understanding the Audit Report Context
- Assessing the Accuracy of Audit Findings
- Evaluating the Relevance of Audit Evidence

- Checking the Completeness of Audit Information
- Verifying the Consistency of Audit Results

Unit 4: Analyzing and Interpreting Audit Data

- Understanding Audit Ratios and Metrics
- Interpreting Audit Results and Findings
- Applying Statistical Techniques to Audit Data
- Evaluating the Robustness of Audit Evidence
- Identifying Trends and Patterns in Audit Data

Unit 5: Communicating Audit Results

- Preparing a Report Summary
- Presenting Audit Results to Stakeholders
- Communicating Audit Results to Management
- Responding to Queries and Challenges
- Best Practices for Communicating Audit Results.