€TRAINING

Report Writing for the Internal Auditor

12 - 16 August 2024
Rome (Italy)

Report Writing for the Internal Auditor

Introduction:

This training program offers comprehensive instruction on crafting clear and impactful audit reports. Through theoretical learning and practical exercises, this program equips internal auditors with the skills needed to produce concise, well-structured reports that effectively communicate audit findings and recommendations.

Program Objectives:

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

- Identify obstacles to clear written communication and propose effective solutions.

- Tailor their writing to suit the intended audience by understanding their needs and preferences.

- Enhance the impact of audit reports by implementing appropriate structural strategies.

- Clearly and succinctly present audit results to ensure clarity and understanding.

- Develop clear and effective executive summaries to encapsulate key findings and recommendations.

- Learn to provide constructive critiques for both their own work and that of others in a productive and effective manner.

Targeted Audience:

- Internal auditors seeking to enhance their report writing skills.

- Audit professionals responsible for communicating audit findings and recommendations.

- Managers and team leaders overseeing audit processes and report dissemination.

- Employees involved in audit activities aiming to improve the clarity and impact of their written communication.

Program Outline:

Unit 1:

What makes a report effective?

- Good practice in plain language writing.

- Techniques to improve writing under pressure.

Unit 2:

Techniques to organize information gathered during fieldwork:

- Traditional report structure.

- Mind-mapping.

- Outlining.

Unit 3:

Findings also called issues or observations:

- Principles of and approaches to writing findings.

- Risks vs. failed controls.

- Root cause analysis.

- Critiquing findings.

- Crafting findings.

Unit 4:

Executive summaries:

- Introduction to the principles underlying executive summaries.

- Critiquing executive summaries.

- Crafting executive summaries.

Unit 5:

Preparing the final product:

- Format, layout, and templates.

- Reviewing.

- Content vs. mechanics.

- Peer review techniques.