



# TM419: Internal Auditors Training Program: Skills, Tools, and Best Practices for Effective Internal Auditing

## Training Description:

This intensive training course equips participants with the knowledge, skills, and techniques to conduct effective internal audits that add value to the organization. Participants will learn auditing principles, risk-based approaches, compliance requirements, reporting techniques, and follow-up strategies. The training course integrates practical exercises, case studies, and real-world scenarios to prepare auditors to evaluate systems, detect nonconformities, and recommend sustainable improvements.

The training course is aligned with ISO 19011 guidelines for auditing management systems and can be tailored for specific standards such as ISO 9001, ISO 14001, ISO 45001, or integrated management systems.

## Training Objectives:

**By the end of the training, participants will be able to:**

- ✓ Understand the role, purpose, and scope of internal auditing
- ✓ Apply ISO 19011 auditing principles to plan and conduct audits effectively
- ✓ Use risk-based thinking to prioritize audit activities
- ✓ Prepare professional, evidence-based audit reports
- ✓ Identify and communicate nonconformities and improvement opportunities
- ✓ Manage the audit process from planning through follow-up actions
- ✓ Enhance communication and interpersonal skills for effective auditor performance

## Training Designed for:

This training course is intended for Newly appointed internal auditors, Experienced auditors seeking refresher training, Quality, safety, environmental, or compliance officers, Management representatives responsible for audits and Professionals preparing for certification as lead/internal auditors.

## Training Requirement:

**“Hand’s on practical sessions, equipment and software will be applied during the course** if required and as per the client’s request.”

**Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.**

## Training Program:

### DAY ONE:

- ❖ **Introduction to Internal Auditing**
  - Purpose and benefits of internal auditing
  - Overview of audit types (first-party, second-party, third-party)
  - The role of the internal auditor in organizational improvement
  - Introduction to ISO 19011 – Guidelines for Auditing Management Systems
  - Ethical principles and auditor code of conduct
  - Understanding audit terminology (nonconformity, observation, corrective action)

### DAY TWO:

#### ❖ Planning the Internal Audit

- Understanding organizational context and scope of the audit
- Developing audit criteria and objectives
- Risk-based approach to audit planning
- Preparing an audit plan and schedule
- Selecting and briefing the audit team
- Designing audit checklists and questionnaires

### DAY THREE:

#### ❖ Conducting the Audit

- Opening meetings: objectives, scope, and introductions
- Effective interviewing techniques
- Gathering objective evidence – documents, records, observations
- Sampling methods in auditing
- Managing time and resources during the audit
- Handling difficult situations and conflict resolution

### DAY FOUR:

#### ❖ Reporting Audit Findings

- Classifying findings: major, minor nonconformities, and opportunities for improvement
- Writing clear, concise, and factual audit reports
- Evidence-based reporting techniques
- Conducting the closing meeting – presenting findings professionally
- Gaining agreement on corrective action plans

### DAY FIVE:

#### ❖ Follow-Up and Continual Improvement

- Verification of corrective actions
- Preventive measures and risk control
- Continual improvement through the audit process
- Common mistakes and how to avoid them
- Audit performance review and auditor competency evaluation
- **Practical Audit Simulation** – mock audit exercise with role-playing

#### ❖ Course Conclusion

#### ❖ POST-ASSESSMENT and EVALUATION

## Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

## Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

## Training Fees:

**TBA as per the course location** - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

*Note: The 5% VAT (Value Added Tax), will be effective starting 01<sup>st</sup> of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.*

### Group and Corporate Discounts:

- We offer group and corporate discounts on many courses. These discounts are available for clients who want to maximize their return on investment.

### Individual Discounts:

- We offer individual discounts on many courses for people who are self-sponsored and make their payment in full and upfront at the time of registration

## Training Timings:

### Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

### For training registrations or in-house enquiries, please contact:

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