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FM048:
Report Writing for the Internal Auditor

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Training Description:

The Report Writing for the Internal Auditor training course is a five-day interactive course designed to strengthen internal auditors' ability to produce clear, concise, and impactful audit reports. An effective audit report is not just a record of findings; it is a key communication tool that influences management action, supports governance, and adds value to the organization. This course focuses on transforming audit observations into well-structured, meaningful reports that drive improvement.

This intensive training course emphasizes practical techniques for organizing audit reports, writing clear findings, and presenting balanced conclusions supported by evidence. Participants will learn how to communicate risks, root causes, and recommendations in a way that is understandable to management and aligned with professional standards. The training also addresses common challenges such as handling sensitive issues, disagreements, and varying stakeholder expectations.

By the end of the training course, participants will be able to write high-quality internal audit reports that are clear, professional, and action-oriented. The course includes practical writing exercises, examples of effective and ineffective reports, and structured feedback to help participants refine their reporting skills.

Training Objectives:

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

- ✓ Understand the purpose and importance of internal audit reports
- ✓ Structure audit reports clearly and logically
- ✓ Write concise, factual, and objective audit findings
- ✓ Clearly communicate risks, root causes, and impacts
- ✓ Develop practical and actionable recommendations
- ✓ Use professional language aligned with audit standards
- ✓ Improve clarity, tone, and readability of audit reports
- ✓ Handle sensitive issues and management responses
- ✓ Enhance communication with audit stakeholders
- ✓ Support follow-up and corrective action through reporting

Training Designed for:

This training course is designed for internal auditors, senior auditors, audit supervisors, and audit managers responsible for preparing or reviewing internal audit reports. It is also suitable for risk and compliance professionals, internal control specialists, and finance professionals involved in assurance and reporting activities. Professionals seeking to improve the quality, clarity, and impact of their audit reports will benefit significantly from this course.

Training Requirement:

"Hands 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.

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Training Program:

DAY ONE:

- ❖ Foundations of Effective Internal Audit Reporting
  - Purpose and objectives of internal audit reports
  - Audit reporting standards and best practices
  - Understanding the audience and stakeholder expectations
  - Types of internal audit reports
  - Common weaknesses in audit reporting
  - Characteristics of high-quality audit reports

DAY TWO:

- ❖ Structuring the Audit Report
  - Standard audit report structure and components
  - Writing clear executive summaries
  - Organizing findings logically
  - Linking audit objectives, scope, and results
  - Using headings, formatting, and flow effectively
  - Ensuring consistency and clarity

DAY THREE:

- ❖ Writing Clear and Impactful Audit Findings
  - Writing factual, evidence-based observations
  - Defining condition, criteria, cause, and effect
  - Assessing and communicating risk and impact
  - Avoiding vague language and ambiguity
  - Writing with clarity, precision, and professionalism
  - Practical exercises on drafting findings

DAY FOUR:

- ❖ Recommendations, Management Responses, and Tone
  - Developing practical and value-added recommendations
  - Aligning recommendations with root causes
  - Writing balanced and constructive reports
  - Managing tone and diplomacy in sensitive issues
  - Incorporating management responses
  - Handling disagreements and feedback

DAY FIVE:

- ❖ **Finalizing, Reviewing, and Enhancing Report Quality**
  - Editing and proofreading audit reports
  - Quality assurance and report review processes
  - Visual presentation and use of tables or charts
  - Supporting follow-up and issue tracking
  - Continuous improvement in audit reporting
  - Course review and key takeaways

- 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 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

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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