



TM061: Audit Manager: *Tools & Techniques*

Training Description:

Transitioning from staff auditor to manager of an audit team means learning and mastering an entirely new skill set. Audit managers must not only be efficient auditors, but also effective communicators, teachers, and active listeners. This course focuses on providing new managers with the tools they need to lead effectively in an internal auditing environment.

Through practical exercises and case studies, participants will learn how to manage the roles and relationships of the diverse parties involved in the auditing process. Participants will learn how to maintain lines of communication with the CAE and executive management, and problem solve while motivating a team and delegating tasks.

Training Objectives:

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

- ✓ Identify the structure of the internal audit department and the positions that make up a typical audit staff
- ✓ Identify the professional Standards that address staffing and managing the internal audit function
- ✓ Identify the key information that should be included in an organization's mission statement and audit charter
- ✓ Identify factors that impact how internal audit resources are implemented
- ✓ Identify the elements of a typical audit cycle

Training Designed for:

This course is intended for Auditors or Audit Managers who deal with business leaders and/or manage members of the audit team.

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:

- ❖ Pre-Test
- ❖ The Internal Audit Department's Structure
 - Identify the structure of the internal audit department and the positions that make up a typical audit staff
 - Identify the professional Standards that address staffing and managing the internal audit function
 - Identify the key information that should be included in an organization's mission statement and audit charter

- Identify factors that impact how internal audit resources are implemented
- Identify the elements of a typical audit cycle
- ❖ **Setting the Tone**
 - Identify the roles and responsibilities; knowledge, skills, and abilities (KSA); and other factors that guide the vision and expectations of the CAE
 - Recognize the role of internal auditing within an organization
 - Recognize career options for internal auditors

DAY TWO:

- ❖ **Building Rapport**
 - Identify ways to establish clear and effective communication and practice building rapport.
 - Identify tools and techniques to motivate people
 - Motivate people using incentives and by understanding the hierarchy of needs.
 - Recognize two types of personality profiling tools, the MyersBriggs Indicator and Neurolinguistic Communication Programming (NCP) and how they are applied
 - Identify styles of management
- ❖ **Managing the Audit**
 - Identify key elements of audit workpapers and ways to manage them
 - Identify and practice methods for managing time, organizing, and prioritizing during an audit

DAY THREE:

- ❖ **The Reporting Process**
 - Identify ways internal auditors can provide value-added results to their organization
 - Identify audit report considerations and methodologies that add value for audit clients
 - Recognize details that the audit committee should be cognizant of. □ Identify legislation surrounding internal control

DAY FOUR:

- ❖ **Innovative Problem Solving**
 - Define innovation, innovation process, and innovative thinking. □ Identify the steps in the innovative problem solving process

DAY FIVE:

- ❖ **Marketing the Audit Function**
 - Identify ways to market the audit function by promoting the profession and communicating with the audit committee
- ❖ **Course Conclusion**
- ❖ **POST TEST and Evaluation**

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 Certificate(s):

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

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 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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