Internal Audit Business Report Writing

Course Outline

How will this course benefit you?

The aim of this course is to enable participants to effectively conclude on audit objectives and agree on audit findings so that business unit managers take action to reduce risk to an acceptable level.

After completing this course, participants will be able to:

- Structure an audit opinion
- Understand the difference between adequacy and effectiveness
- Identify and develop constructive audit findings
- Discuss audit findings with clients
- Obtain agreement with management to take corrective action
- Develop an audit report outline
- Compile an effective report

After completing this course, participants will be able to: (Cont.)

- Provide guidance and constructive feedback on a report

Course Content

- Overview of the Audit Process
- The difference between adequacy and effectiveness
- Determining the audit objective
- The Reporting Process (per IIA Standards)
- Sources of audit findings
- Elements of audit findings
- Assessing Condition
- Establishing impact
- Determining cause / contributing factors
- Developing audit recommendations
- Requirements regarding audit evidence and working papers

Course Content (Continuation)

- Effective Audit Communication (including interviewing, reporting and presentation to management)
- Developing the audit report (structure for impact)
- Following up on reports
- Effectiveness of reporting (characteristics of an effective report)
- Conclusion – what did we learn?

Course Fee

Classification	Discount	Rate in US $
Non Member	-	1,250
Individual Member	7.5%	1,160
CORPORATE MEMBER		
Bronze	15%	1,070
Silver	20%	1,000
Gold	25%	940
Platinum	30%	875

About the Instructor

Zach le Roux – CA (SA), ACMA (UK), CAIB (SA), CIA,CCSA, *runs Auditing and Governance Services, a consulting and training business he started up in South Africa in 1998.*

Zach's experience in auditing and consulting spans more than 22 years. During this time he facilitated, implemented and managed the change-over of traditional internal audit departments into modern internal audit departments, performed quality assurance reviews, lectured and consulted on corporate governance, management and audit issues, researched on and implemented risk-based audit methodologies. He promotes the philosophies of good governance, accountability, control self-assessment and strategic business management and currently consults and trains internationally in the corporate governance, risk management and internal audit fields to clients in both public and private sector, which includes training of government auditors and audit professionals in the financial or banking sector.

Zach is a retired director of the Institute of Internal Auditors in South Africa and past chairman of the IIA conference committee. He received the "Educator of the Year" award in 2003. Zach is also a retired member of the audit committee of Statistics SA, the government department responsible for the census, economical and other statistical information in South Africa. His experience and consulting service in internal audit, risk management, control and corporate governance spans clients in both the public and private sector.

Discounts

We will grant to entitled members the following additional discounts:

Members Discount:

Corporate Discount	Rate
Platinum	30%
Gold	25%
Silver	20%
Bronze	15%
Individual Member	7.5%

Deduct first the member discounts and that would be the basis for the computation of additional discounts broken down as follows:

Available Discounts	Rate
Early Bird Discounts	
Group	5%
Individual	3%
Group Registration	
Group of 3 – 9 registrants	5%
Group of 10 registrants or more	10%
Discount per Participant	
If you register for 2 courses	3%
If you register for 3 courses	5%
If you register for all the 4 courses	10%

** Note that this discount is subject to assessment and entitlement is based on whether the participant has already availed of the maximum discount being extended by the UAE IAA.*

UAE Internal Audit Association
Affiliated to IIA Inc. USA

جمعية المدققين الداخليين – الإمارات العربية المتحدة
الهيئة المعتمدة من جمعية المدققين الداخليين
في الولايات المتحدة الأمريكية

Progress through sharing

Internal Audit Business Report Writing

Date : September 9 -10, 2012
Venue : Yas Rotana Hotel
Yas Island
Abu Dhabi, UAE

Available Courses

- Financial Auditing for Internal Auditors
- How to Conduct Operational Audit
- Audit Committee Reporting
- Risk Based Audit in Arabic
- Planning, Managing and Follow-up of the Internal Audit Project
- Conducting Interviews with and Managing Communication with Audit Customers
- Implementing the 2011 IPPF
- Treasury Audit Seminar
- ISO 31000-2009 Risk Management Foundation

For more information, contact us at:

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