

WRITTEN DELIVERABLES OF THE AUDIT PROCESS

THIS COURSE IS DESIGNED FOR AUDITORS WORKING OCCASIONALLY OR PREDOMINANTLY IN AN ENGLISH SPEAKING ENVIRONMENT. AN IDEAL OPPORTUNITY TO IMPROVE BOTH YOUR ENGLISH AND YOUR AUDIT WRITING SKILLS.

PARTICIPANTS

Internal Auditors, Seniors and Managers.

PRÉREQUIS

Basic level of competence in the English language
Have attended the course «Conduire une mission d'audit interne : la méthodologie» or have knowledge of Internal Audit methodology.

OBJECTIFS PÉDAGOGIQUES

- ▲ **Write** reports and other audit documentation using the appropriate English vocabulary, grammar and expressions.
- ▲ **Bridge** communication difficulties and provide value-added audit deliverables to contribute to the success of the audit and the acceptance of the audit results.

CONTENU

- ▲ **The standards pertinent to written audit communications.**
- ▲ **Developing an appropriate writing style.**
- ▲ **The key differences between French and English writing styles and vocabulary.**
- ▲ **The role of the various written deliverables produced from the Internal Audit process.**
- ▲ **Engagement letter / Audit Planning Memorandum.**
- ▲ **Meeting minutes.**
- ▲ **Observations and recommendations.**
- ▲ **The Audit Report.**
- ▲ **Executive summary.**
- ▲ **Drafting findings and recommendations that gain the commitment of the auditees.**
- ▲ **Using different reporting mechanisms to engage different stakeholders (powerpoint, dashboard reporting...).**

MOYENS PÉDAGOGIQUES

Folders containing Powerpoint slides, technical documents, exercises, documentation, bibliography

Presentation methods : Paperboard - Light-projector.

MODALITÉS D'ÉVALUATION DES ACQUIS

Les acquis de la formation ne font pas l'objet d'une évaluation formalisée des connaissances. Il est demandé aux participants d'évaluer la qualité de la formation sous forme d'un questionnaire de satisfaction à l'issue de la formation.

INTERVENANT

A bi-lingual internal audit practitioner experienced in audit communication situations and in the writing of audit documentation, reports and deliverables, in the English speaking environment.

LES PLUS DE DE LA FORMATION



- + Relevant to the participants' experience of working with English speaking stakeholders.
- + A bilingual facilitator able to facilitate discussions and understanding in French.



2 JOURS/14h



8h45 - 17h30



Présentielle



Paris intra-muros



Adhérents IFACI :
1 280 € HT
Non adhérents :
1 420 € HT



Déjeuner(s) inclus



14



16 participants



ref. 06. Communication



2 DATES

- 01/04 au 02/04
- 28/09 au 29/09

Code formation : **21EWR**

Inscription inter : formation@ifaci.com

Information :

01 40 08 (48 08 / 47 85 / 48 13)

www.ifaci.com

Déclinaison de cette formation en INTRA selon vos spécificités :

contactez-nous au **01 40 08**

(48 05 ou 48 06) ou **intra@ifaci.com**



POUR TOUTE INSCRIPTION SIMULTANÉE D'UN MÊME STAGIAIRE À 4 FORMATIONS PORTANT CETTE MENTION EN AUDIT INTERNE