

# ORAL SKILLS IN INTERNAL AUDITS

BOTH INTERNAL CONTROLLERS AND INTERNAL AUDITORS NEED TO BE POLISHED IN ORAL COMMUNICATION TO OBTAIN INFORMATION AND TO PROMOTE UNDERSTANDING OF RISK AND CONTROL WITHIN THEIR ORGANISATION. THIS COURSE COVERS TECHNIQUES WHICH HONE SKILLS IN MAKING PRESENTATIONS AND CONDUCTING INTERVIEWS. IT IS CONDUCTED IN ENGLISH BUT THE TECHNIQUES APPLY IN ANY LANGUAGE.

## PARTICIPANTS

Internal Controllers and Internal Auditors.

## PRÉREQUIS

A good level of understanding and conversation in English.

Understand the principles of internal control and/or internal audit methodology.

## OBJECTIFS PÉDAGOGIQUES

- ▲ **Practise** public speaking.
- ▲ **Improve** interviewing skills.
- ▲ **Acquire** methods and strategies for dealing with difficult situations.

## CONTENU

- ▲ **Appreciate the challenges and limits of oral communication.**
- ▲ **Characteristics of oral communication.**
- ▲ **Acquire a methodology of communication - preparation, opening, content, conclusion.**
- ▲ **Techniques of questioning, listening and note-taking.**
- ▲ **Strategies for dealing with difficult situations.**

## 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

Bilingual native English speaking internal auditor.

### LES PLUS DE DE LA FORMATION



- + Practical exercises in role play situations.
- + Bilingual native English speaker trainer.
- + Clear methodology for avoiding pitfalls.



**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



**06.** Communication



**2 DATES**

- 27 au 28/05
- 03 au 4/11

Code formation : **21OSKI**

**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