

**2 JOURS/14 h**

8h45-17h30

**Présentielle**

Paris intra muros



Adhérents IFACI :
1 400 € HT
Non adhérents :
1 550 € HT

**Déjeuner(s) inclus****CPE** 14

12



ref. Basic

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

No

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

Progress of learning and assessment of participants' achievements by the trainer throughout the training course: discussion time, practical work, training exercises, quizzes. An online satisfaction survey is conducted for each trainee. This assessment is supplemented by the trainer's evaluation at the end of each session.

Intervenant

Jane MIGASIUK is 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.