

REPORT WRITING FOR INTERNAL AUDITORS

August 27 - 28, 2018

Dusit Thani Hotel, Dubai | 9am - 3pm

Course Overview

An audit report needs to be focused, clear, constructive and well written. An auditor's usage of the best analytical skills and world class audit techniques may not amount to anything if the readers of the audit report do not understand the contents or fail to identify the significance of the observations. On many occasions, an auditor aims for comprehensiveness and a display of proficiency while writing the report, but the users may not have the time, knowledge and attention span to fully appreciate it.

Our course is aimed at imparting the necessary skills and techniques to enable an auditor to report to the Key Management Executives/ Boards of Directors in an efficient and effective manner.

COURSE OUTLINE

DAY ONE

SESSION ONE

THE CHALLENGES OF AUDIT REPORTING

- Auditors perspective
- Auditee perspective
- Senior management perspective
- Board perspective

MANAGEMENT EXPECTATIONS FROM AUDIT REPORTING

- Meaningful
- Relevance
- Consistency
- Prioritization

SESSION TWO

PROBLEMS WITH INTERNAL AUDIT REPORTS

- What the reports say incorrectly
- What the reports say, but they shouldn't
- What the reports don't say, but they should

Exercise: Analysis of actual audit reports

SESSION THREE

REPORT STRUCTURE

- Condition / Observation
- Effect / Exposure
- Recommendations

KEY ELEMENTS WHEN DRAFTING AN INTERNAL AUDIT REPORT

- Avoid "routinization"
- Clear & Concise
- Organize content for the "human"
- Relevant to the audience
- Formatting rules

SESSION FOUR

EXERCISE—BEGIN WITH THE END IN MIND

- How to create a catchy and effective EXECUTIVE SUMMARY

DAY TWO

SESSION ONE

CONDITION / OBSERVATION

- Objective vs. Subjective
- Judgmental vs. Factual
- Root cause analysis
- Visual presentation
- Proof reading / best practice

EFFECT / EXPOSURE

- Purpose
- Language / Tone
- Financial impact
- Relevance

SESSION TWO

RECOMMENDATIONS

- Corrective
- Preventive
- Realistic vs. Idealistic
- S.M.A.R.T.

Exercise: How to organize the content

SESSION THREE

RISK RATINGS OF AUDIT OBSERVATIONS

- Linkage with report content
- Linkage with exposure
- A holistic approach
- Useful tool I template to assign risk rating

Exercise -rate audit observations using the tool and template

SESSION FOUR

PRIORITY RATING OF AUDIT REPORTS

- Linkage with report content
- Linkage with priority of functional area
- A holistic approach
- Useful tool I template to assign priority to audit reports

Group Exercise -rate audit reports using the tool and template

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Dusit Thani Hotel, Dubai

TRAINER PROFILE

Course Director:

Zaid B. Zeeshan

CPA, CISA, CGMA

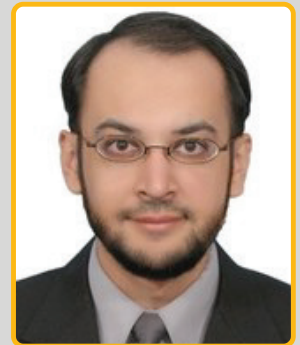
Zaid is a Certified Public Accountant (CPA) as well as a Certified Information Systems Auditor (CISA) and a Chartered Global Management Accountant (CGMA), from the USA. He is also a certified Six Sigma Green Belt. He has over 18 years of experience in auditing, accounting, finance, taxation and inventory management as well as extensive experience in conducting focused in-house training courses in USA, UAE and Pakistan.

He uses his varied experience and knowledge base to adopt a very practical approach in conducting training courses, providing participants easy to use tools / tips. He is approved trainer for **ERM with The Institute of Internal Auditors – UAE Chapter**

He started his career in public accounting in USA where he spent more than 6 years specializing in auditing and accounting services to various high profile clients including governmental and not-for-profit entities. He was associated with Baker Tilly Virchow Krause and Deloitte & Touche in USA.

He has also worked in Pakistan with Engro Corporation, one of the largest private sector conglomerate in Pakistan. He spent 8 years with them in various different roles being associated with the parent company as well as multiple business subsidiaries including fertilizer manufacturing, rice manufacturing, consumer goods and commodity trading. He served as Head of Finance for consumer goods subsidiary and CFO of their commodity trading and rice manufacturing companies.

Zaid is a member of American Institute of Certified Public Accountants (AICPA), Information Systems Audit and Control Association (ISACA) and Association of International Certified Professional Accountants.



ABOUT SIMFOTIX

YOUR SUCCESS IS OUR COMMITMENT

Aiming to get the best out of our clients, SIMFOTIX Training believes that our progress shoots out of our client's success. We seek to accomplish this mission with cutting-edge research, a modern and rigorous course materials and expert professional trainers. SIMFOTIX's training programs are organized and conducted by the global thought leaders as well as leading Industry Professionals. SIMFOTIX's faculty is a strategically formulated platform of market leaders and researchers, who have mastered their genres of disciplines.

They are diligent motivators and inspire the participants with their astounding theories and deliverables. Our faculty includes global thought expert consultants nationally and internationally in fields of Leadership & Management, Innovation & Strategy, Supply Chain & Operations, Finance & Accounting, Audit & Treasury and various others.

REPORT WRITING FOR INTERNAL AUDITORS

CLIENTS' TESTIMONIALS ABOUT SIMFOTIX

Excellent Training conducted by Simfotix Professional Development. The whole day was full of fun and learning in Advance MS Excel.

Department of Economic Development, Dubai.

Simfotix Trainer bear a Persuasive approach in training and the company is professional in the arrangement of training till end to make it a memorable experience. The In-house session and the follow-up session is excellent approach.

The Executive Council of Dubai.

Attending MS Excel Training with Simfotix along with 15 other HR professionals was a wonderful experience. The trainer carry in-depth knowledge and expertise and kept us engaged for the whole day.

Enas Adem, HR Finance House.

Thank you Simfotix for a comprehensive and value training to our Saudi Arabia Finance Team. Case Study and exercises were the key element of this workshop. As Learning & Development we are satisfied to work with them in future.

GM Learning & Development, MAF Carrefour International.

Easy way of transferring knowledge makes the learning more digestible. Great work Simfotix for the in-house session.

Human Resource Business Partner, Al Ghurair Group.

Registration Details

Regular Workshop Fee: USD 980 Per Participant

Every additional participant will get ***10% Discount**

Includes courseware, Simfotix certificate, lunch, refreshments and business networking

For registration(s), send us your **Name, Designation, Organisation, Mobile, E-Mail and Postal Address** to register@simfotix.com

For further information please contact
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Office: 04 450 8594 Email: saba@simfotix.com

Simfotix Cancellation Policy: For cancellations made in the 7 working days to the workshop, no refunds will be given. Cancellations must be confirmed by email. Substitutions may be made at any time.