Audit Report Writing

425-P24-CE-1

In-Class

12 hours

EGP 3690

Course Description:
This course will guide the participants to the principles and techniques of internal auditing. As well, it will help them to plan and perform audit work complying with the important and latest standards with good practices.

Target Audience:
This course targets internal auditors in banks and companies.

Course Objectives:
- Explain the frame of an effective audit report
- Identify how to build a structured audit report

Course Outline

Module 1: The Frame of an Effective Audit Report
- The components of an audit report.
- The targeted readers
- The principles of clarity
- The Do's & Don'ts
- The attributes of an effective audit report.

Module 2: How to Build a Structured Audit Report?
- What goes wrong in the executive summary?
- What makes a good executive summary?
- The criteria of a structured audit finding
- The importance of audit findings' implication.
- The methodology of classifying the audit findings.

Assessment Strategy:
Participants will be informally assessed on their interaction during sessions and their participation in group exercises.

Upon Successful Completion of this Course, participants will obtain:
1 CEU

Course Language:
English

Prerequisites:
None