



425-P26-CE-1



In-Class



12 hours

Course Description:

This course is designed for internal auditors in banks and companies; this course enables participants to construct structured audit reports featuring clear executive summaries and classified findings. Through interactive instruction and the application of the “5 Cs” framework, learners will master the 10 Principles of Clarity to enhance report impact. Participants will refine their writing techniques by identifying common pitfalls and adopting professional “Do’s and Don’ts” for stakeholders.

By the end of the course, auditors will produce high-quality documentation that meets international banking standards.

Target Audience:

This course targets internal auditors in banks and companies.

Course Objectives:

- Explain the framework of an effective audit report.
- Identify how to build a structured audit report.

Course Outline:

Module 1: The Frame of an Effective Audit Report

- Why is ANY report so important?
- The major components of audit report.
- The background.
- Understand your readers.
- The 10 Principles of Clarity.
- Tips on Effective Report Writing (The Do’s & Don’ts).
- What could go?
- The Attributes of an Effective Audit Report.

Module 2: How to Build a Structured Audit Report?

- The executive summary.
- What goes wrong in Executive Summary?
- What makes a good executive summary?
- The 5 Cs’ of Audit Finding.
- Report rating.

Assessment Strategy:

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

Course completion will grant participants:

1 CEU.

Course Language:

English.

Prerequisites:

None.