

AUDIT REPORT WRITING WITH INTERVIEWING & PRESENTATION TECHNIQUES

COURSE DETAILS

Schedule: October 18, 19, 26 and 27, 2022

Duration: 4 Half-Days

Time: 8:00 am to 11:30 am per session day

Knowledge Level: Basic

Competency: Communication, Persuasion and Collaboration, Internal Audit Delivery

Delivery Format: **Online Training through Zoom**

Position Level: Internal Auditors; Quality Auditors, Risk and Compliance Officers, Process Owners, and other personnel interested to improve their report writing and presentation skills

Fee: Php 9,408.00 per participant;

COURSE OBJECTIVES

At the end of the course, the participants will be able to:

Report Writing

- Learn how to communicate audit findings clearly and report accurately;
- Develop best audit report structure or format to meet management and Board requirements and improve business performance;
- Write audit findings using the key elements of an audit observation: criteria, condition, cause, consequences, and corrective action;
- Highlight and document opportunities for improvement and other best practices; and
- Improve the quality of audit reports through techniques that address tone, clarity, conciseness, and accuracy.

Interviewing and Presentation

- Determine the techniques and considerations in planning and conducting the interview.
- Learn how to deliver effective presentations to clients, top management and other stakeholders by clarifying content, preparing effective materials and delivering with an "X-Factor."

COURSE OUTLINE

Report Writing

- I. Framework to writing more effectively
 - Effective communications model
 - The basics of business communication
 - Writing to inform
 - Writing to influence
 - Steps to effective communication
 - Defining the audience
 - Getting clear on the message
 - Determining the communication method
 - POWER model to writing better
 - **P**lan
 - **O**rganize
 - **W**rite
 - **E**dit
 - **R**evise
 - The elegant finishing touches
 - Mechanics: toplineing
 - Headings and subheadings
 - Lists
 - Indentations
 - Cosmetics
 - Character formatting
 - White space
- II. Writing effective audit observations
 - Findings and test results
 - What, Who, How
 - Format
 - Observation or test results
 - Observation or test details
 - Policy reference
 - Tips and techniques
- III. Writing effective audit issue statements
 - What, Who, How

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- Format
 - Issue (Title)
 - Issue details
 - Risk or impact
 - With internal classification as to “critical, major, minor” or “high, medium, low”
 - Policy references
 - Recommendations
- Tips and techniques

IV. Writing effective audit reports

- What, Who, How
- Format
 - Introduction or background
 - Purpose, scope or methodology
 - Executive summary
 - Assessment, strong points, top issues, details of other issues, top recommendations
 - Audit results and recommendations
 - Tips and techniques

V. Workshop

Interviewing Skills

- I. Interview preparation
 - Key considerations
- II. Initiation
 - Preparing for the “First 30 Seconds.” First impressions matter.
- III. Conducting the interview
 - Developing rapport with the audit client and showing interest
 - Giving the audit client a reason to participate
 - Eliciting responsiveness from the audit client
 - Ensuring understanding and nonbias
 - Common challenges encountered by auditors:
 - Scenario 1: Process understanding (handling vague answers from clients)
 - Scenario 2: Understanding test results (handling irate clients)
 - Scenario 3: Aligning Issues (handling bad news and disagreements)
- IV. Post-Interview assessment
- V. Summarizing results of the interview

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Presentation Techniques

- I. Effective presentations basics
 - Review of communication basics – how is it different for presentations
 - The framework: introduction, body, recap
- II. Principles for effective presentation materials
 - Guidelines for content
 - Guidelines for visual impact
 - Discussion of what works and what does not work
 - Exercise/case study
- III. Common presentations done by auditors (and how to rock them)
 - The kick-off meeting
 - The client update meeting
 - The wrap-up and issues discussion meeting
 - Management and board presentation
 - Exercise/case study

REGISTRATION

To register, please consider either of the following options:

- Option 1: Please visit CIASP website, www.ciasp.com.ph. Click on the "Register" button for the seminar on **Audit Report Writing with Interviewing and Presentation Techniques**. You will be directed to an online Google form. Please fill in your details on the form and click 'Submit.' We will acknowledge your registration as soon as practicable.
- Option 2: You can email or communicate with us through information@ciasp.com.ph and/or centerforinternalauditservices@gmail.com. Please provide your full contact details (full name, organization, designation, email address, office phone and mobile phone).

We will provide billing invoice upon receipt of the registration.

FEES AND PAYMENT DETAILS

- Regular Rate - Php 9,408.00 inclusive of VAT.
- Limited slots. Guaranteed seats will be given to those with paid registration.
- Payments can be made in **cash or check**.
- Payment should be deposited to any BPI branch. Payment can also be done through online funds transfer (e.g. PesoNet, GCash, PayMaya, InstaPay, bank wire transfer, etc.). CIASP bank account details are:
 - Bank of the Philippine Islands (BPI)
 - Current Account Number: 1621-0070-72
 - Account Name: Center for Internal Advisory Services Philippines Inc
 - SWIFT Code/BIC: BOIPHMM
 - For check payment, please make it payable to the account name.
 - For GCash – bank: BPI; payee: Ciasp; Account number: 1621-0070-72
- Payment through **credit card or debit card** (Mastercard, Visa, Amex) through Paypal also accepted.
- Please email scanned copy or picture of deposit slip or online transfer form so we could confirm receipt and provide the relevant seminar details and procedures.

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OTHER SEMINAR DETAILS

- Seminar Inclusions:
 - Attendance to the webinar sessions
 - Copy of presentation or powerpoint slides in pdf
 - Templates, sample audit reports and executive summaries, worksheets, references and other reading materials
 - Certificate of completion
 - Post-webinar consultation with the resource speaker as applicable
- Delivery Mode:
 - Online training through Zoom
- Resource Speaker/Facilitator
 - Kristy M. Abello
- Time Schedule for the Online Training Sessions
 - 8:00 am to 11:30 am per session day

CONTACT DETAILS

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