

Audit Report Writing Masterclass



MBSTM
Academy

Duration: 2 days

Overview

Communicating well is a key to success in business. In all business activities good communicators aim to express their views concisely and confidently in order to get them accepted and acted upon by their audience. Being able to put one's point of view across convincingly is a skill highly valued by managers and other stakeholders.

This is especially true in audit and assurance activities which from time to time can be perceived negatively. By its nature the audit work requires a high degree of examination, leading sometimes to unwelcome findings. Thus, auditors need to be very skilled when communicating their activities and findings to auditees, senior managers, Board Directors and Audit Committee members. Since in most cases the audit report is the only form of communication, it is obvious that good report writing skills make the difference between acceptance and collaboration or protracted arguments and battles.

This course is designed to teach auditors the skills needed to produce audit reports that are professional, can influence stakeholders and make them collaborate with audit. The course is heavily focused on the practical and students will spend around 30% of their time in various activities. The course covers the following topics:

- Audience types and their needs
- Telling the story
- Language Considerations
- Structure of an Audit Report
- Presentation

Intended Audience

This course is suited for the following types of professionals

- Auditors and assurance professionals
- Audit managers and supervisors
- Audit directors/CAEs
- Risk managers
- Professionals wanting to improve their communication skills