



The Institute of
Internal Auditors
Zimbabwe

Effective Report Writing

The aim of this course is to enable participants to effectively present the results of their internal audit engagement.

After completion of the course, participants will be able to: Develop skills to identify and develop constructive audit findings; Discuss audit findings with clients; Obtain agreement with management to take corrective actions; State the objectives and methods of reporting; Develop an audit report outline; Compile an effective audit report; and Provide guidance and constructive feedback on a report. The course is highly interactive and practical and will present various case studies.



CPE HOURS: 12

WHO SHOULD ATTEND

The workshop is designed for the external and internal auditors (a) requiring a fundamental understanding of the subject, (b) practicing internal audit and have a basic understanding of the subject, (c) who already have a sound, practical grasp of the fundamentals of internal auditing and manage staff.

TOPICS TO BE COVERED

- ❖ Introduction and Setting of Objectives
- ❖ The Audit and Reporting Process (as per the Standards)
- ❖ Overcoming resistance to change through effective communication.
- ❖ Developing the audit report (structure for impact).
- ❖ Following up on reports.
- ❖ Effectiveness of Reporting
- ❖ English Writing Tips

IN-HOUSE TRAINING

to discuss in-house training opportunities in your organisation, send an email to iiazim@iwayafrica.co.zw

VENUE: TBA

DATE: 15 – 16 FEBRUARY 2024

CLOSING DATE FOR REGISTRATION: 14 FEBRUARY 2024

COST- MEMBER: USD \$240.00

NON MEMBERS USD \$300.00

Payments should be made through our Nostro Bank Account:

**FBC, HEADOFFICE Branch, Account NO:
448184660208**

A 10% group discount will apply to a simultaneous registration for 3 or more participants.



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