BOOST
THE LEADING TRAINING PROVIDER

Audit, Risk and Governance

Audit Report Writing and Standards Compliance

Course Introduction

Clear, concise, and standards-compliant audit reports are critical to effective internal auditing. This course is designed to enhance the skills of internal auditors in drafting audit reports that are accurate, objective, and aligned with the International Standards for the Professional Practice of Internal Auditing (Standards). Through a mix of theory, real-world examples, and practical exercises, participants will learn how to craft reports that effectively communicate audit findings, risks, and recommendations to stakeholders.

Target Audience

- Internal auditors
- Audit managers and supervisors
- Compliance officers
- Risk professionals
- Anyone involved in audit reporting or quality assurance

Learning Objectives

- Understand the role and importance of audit reporting in the audit lifecycle.
- Apply the IIA Standards and best practices to audit reporting.
- Structure and write clear, concise, and actionable audit reports.
- Ensure audit findings are supported, impactful, and aligned with evidence.
- Communicate risks and recommendations effectively to various stakeholders.
- Avoid common reporting pitfalls and ensure consistency and professionalism.

Course Outline

- **DAY 01**

  Module 1: Introduction to Audit Report Writing

  - Purpose and role of audit reporting
  - Key users of audit reports
  - Audit reporting in the audit process lifecycle

  Module 2: IIA Standards and Reporting Requirements

  - Overview of relevant IIA Standards
  - Key elements of a standards-compliant report
  - Quality assurance and review procedures

- **Day 02**

  Module 3: Structuring the Audit Report

  - Essential components: Executive summary, scope, methodology, findings, conclusion, recommendations
  - Logical flow and formatting for clarity and impact
  - Writing with objectivity and neutrality

- **Day 03**

  Module 4: Writing Clear and Concise Findings

  - Elements of a good finding: Criteria, condition, cause, effect, recommendation
  - Using evidence to support conclusions
  - Prioritizing and grading audit issues

- **Day 04**

  Module 5: Communicating Risk and Recommendations

  - Linking findings to risk exposure
  - Crafting SMART recommendations
  - Adapting communication to the audience (e.g., management, board, regulators)

- **Day 05**

Module 6: Common Pitfalls and How to Avoid Them

- Vague language and jargon
- Overloading reports with irrelevant detail
- Inconsistencies in tone, language, and formatting

Module 7: Practical Exercises

- Reviewing and critiquing sample audit reports
- Writing and revising sample findings
- Feedback and group discussions

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
July 7, 2025	July 11, 2025	5 days	4250.00 $	UAE - Dubai
Aug. 4, 2025	Aug. 8, 2025	5 days	4250.00 $	UAE - Dubai
Oct. 13, 2025	Oct. 17, 2025	5 days	2150.00 $	Virtual - Online