Quality Management & Operational Excellence

Audit, Risk and Governance

**Auditing for Non-Auditors**

## Course Introduction

Auditing isn't just for auditors! Understanding audit principles can benefit professionals across various departments, from finance to operations. **BOOST** presents this **five-day interactive course** designed specifically for non-auditors who want to grasp the fundamentals of auditing, risk management, and compliance. This course breaks down complex concepts into practical, easy-to-apply knowledge, helping you build confidence in handling audits within your organization.

## Target Audience

- Finance and accounting professionals without prior audit experience.
- Managers and supervisors looking to strengthen compliance.
- Procurement, HR, and operations personnel involved in audits.
- Anyone seeking a foundational understanding of auditing principles.

## Learning Objectives

- Understand the purpose and importance of auditing.
- Recognize key auditing concepts, processes, and methodologies.
- Identify risks and ensure compliance within your department.
- Improve internal controls to enhance efficiency and accuracy.
- Communicate effectively with auditors and compliance teams.

# Course Outline

- **01 DAY ONE**

  **Auditing Basics and Why It Matters**

  - What is auditing? Purpose, principles, and benefits.
  - Key types of audits: Financial, operational, compliance, and performance audits.
  - The role of auditors and non-auditors in the process.
  - Ethical considerations and professional scepticism.

- **02 DAY TWO**

  **The Audit Process from Start to Finish**

  - Planning and preparing for an audit.
  - Identifying risks and controls.
  - Gathering and documenting audit evidence.
  - Common audit procedures and techniques.

- **03 DAY THREE**

  **Risk Management and Internal Controls**

  - Understanding risk assessment and mitigation strategies.
  - Designing effective internal controls for fraud prevention.
  - Identifying red flags in financial and operational processes.
  - Implementing corrective actions after an audit.

- **04 DAY FOUR**

  **Compliance and Regulatory Requirements**

  - Overview of key regulations and standards.
  - Industry-specific compliance considerations.
  - The role of corporate governance in audits.
  - How to respond to audit findings and recommendations.

- **05 DAY FIVE**

  **Communicating Audit Findings and Next Steps**

  - Writing clear and actionable audit reports.
  - Best practices for presenting audit results to stakeholders.
  - Handling difficult audit conversations with confidence.

○ Developing an action plan for continuous improvement.

## Confirmed Sessions

| FROM | TO | DURATION | FEES | LOCATION |
|------|------|----------|----------|----------|
| May 5, 2025 | May 9, 2025 | 5 days | 5950.00 $ | USA - Los Angeles |
| Aug. 18, 2025 | Aug. 22, 2025 | 5 days | 4250.00 $ | UAE - Abu Dhabi |
| Nov. 17, 2025 | Nov. 21, 2025 | 5 days | 4250.00 $ | UAE - Dubai |