Effective report writing for internal auditors

Helping you enhance the impact of your internal audit reports

Risk management, internal audit and compliance

10-11 May 2017
Dubai

KPMG Business Academy
Key learning benefits:

- Understand the report writing provisions provided in the standards of IIA
- Analyze the typical audit report structure
- Enhance the impact of your reports

Course overview

Targeted at both new auditors and more experienced personnel, this two-day course encourages audit professionals to challenge their approach to writing audit reports - the end result of weeks of reviews, analyses, interviews and discussions. Audit reports provide information to management on reviewed areas and, more importantly, brings issues to management’s attention that need to be addressed. How well you communicate that information is critical to getting the results you seek.

Course prerequisites

Participants should be comfortable with auditing terms and processes and must bring audit reports with them to work on during the course.

Course methodology

This course includes case studies, group discussions and facilitator presentations, which help develop techniques to enhance the quality and presentation of audit reports and underline the importance of effective report writing.

Who should attend

This course is highly recommended for:
- Internal auditors and assurance professionals
- Internal audit managers and supervisors
- Internal audit directors
- Internal control specialists
- Accounting analysts
- Professionals interested in improving their report writing

Meet your course leaders

Maryam Mohammadzaman
Director I IARCS
KPMG in the Lower Gulf

Maryam Mohammadzaman holds a bachelor’s degree in Business Administration with a specialization in finance from the Haas School of Business at the University of California, Berkeley. She is a certified internal auditor (IIA), a certified financial services auditor (CFSA) and a chartered financial analyst (CFA).

For over 11 years, Maryam has worked on or led risk management and assessment and corporate governance engagements, risk-based internal audits and business process improvement engagements across sectors including financial services, free zones, retail, hospitality and real estate. As an active supporter of KPMG Business Academy, she has led training on risk, governance and internal controls and enterprise risk management.

Sudharshana Balasubramanian
Associate Director I IARCS
KPMG in the Lower Gulf

An associate director with KPMG, Sudharshana has over 15 years of risk consulting experience, primarily with large and medium energy companies in India, the UAE, Europe and the Asian sub-continent.

A trusted advisor to leadership teams, he has implemented Enterprise Risk Management (ERM), corporate governance frameworks, balanced scorecards and strategy maps (Harvard case study) for companies, establishing a meaningful correlation between strategy, objectives and risks.

Sudharshana has implemented robust predictive risk analytics focused on early warning systems, m-score financial statement analytics and fraud analytics using regression techniques.
Course outline

Day one

Introduction to report writing
— The importance of writing audit reports
— Identifying your readers - and their expectations
— How to attract attention and create impact
— What does ‘good’ look like?
— Comparative analysis
— Key challenges of report writing

The Institute of Internal Auditors (IIA) report writing standards
— 2400 - Communicating results
— 2410 - Criteria for communicating (PA 2410-1)
— 2420 - Quality of communication
— 2430 - Conformance with the international standards of the professional practice of internal auditing

Internal audit reports - the way forward
— How to increase usefulness
— Key considerations when developing a report - readers and writers
— How to evaluate your reports
— Key strategies for report writing
— Problem vs. solution focused thinking
— Framework and contents

Importance of the executive summary
— Targeting executive summaries at the reader
— How to write effective executive summaries
— The four Cs: clarity, coherence, control and credibility
— Keeping the reader in mind

Day two

Components of audit observation
— The five Cs: Elements of audit observation
— Identify types of criteria
— Create condition summaries
— Determine levels of cause
— Determine levels of effect (or consequence)
— Determine adequate corrective action(s)

Finalizing an internal audit report
— Root cause analysis
— Corrective actions
— Incorporating management comments
— Revealing the right issues for audit committee

Audit report quality and enhancements
— The importance of being accurate, objective, clear, concise, complete and on time
— The correct use of fonts, bullets, italics, indents, tables and charts
— Prioritization and rating recommendations
— Using less words
— Use of ‘power words’ in your report
— Using simple language to make your report readable

Improving the report review process
— Peer reviews
— Senior management involvement
— The three levels of review
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10-11 May 2017
8am-4pm
Dubai

Three ways to register:

- Register
- ae-fmkpmgacademy@kpmg.com
- +971 4 356 9616

Certificate
Participants who attend all sessions will be awarded a KPMG certificate of attendance.

Payment
To reserve a seat at our courses, please complete a registration form and pay the full fees before the due date. All registrations are subject to acceptance by KPMG and will be confirmed with you in writing.

Cancellation
If, having registered and paid for a place, you are unable to attend the course, a substitute delegate is welcome to attend in your place. Fees canceled seven days or less before the course begins are payable in full.

KPMG reserves the right to cancel this course, change its date or alter the venue, speakers or topics.

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Customized training solutions
To create a more tailored learning experience, you may want to run this course in-house. Please contact Sonali Perera to discuss further:

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