

Marketing Partner



# MASTERCLASS ON AUDIT REPORT WRITING

**Bengaluru**  
November 17-18, 2017

**16 CPE Hours**



[www.achromicpoint.com](http://www.achromicpoint.com)

## About the Training

This training session gives all participants a unique opportunity to go through all steps of preparation and writing of an internal audit report. Participants will also see how to present audit recommendations so that company management can use them for their management decisions. Persuasive communication is an essential skill for auditors at all levels, and high-quality audit reports are a key communication tool. By participating in this course, auditors in all sectors and at all levels will learn what goes into an effective audit observation and how to organize reports that meet professional standards, elicit management action, and communicate crucial messages to executives and board-level readers. By honing these skills, they can distinguish themselves in their current positions and prepare themselves for advancement.

This is a hands-on course that focuses on the organization and structure of audit reports, and includes case study activities for practicing the basics of audit report writing.



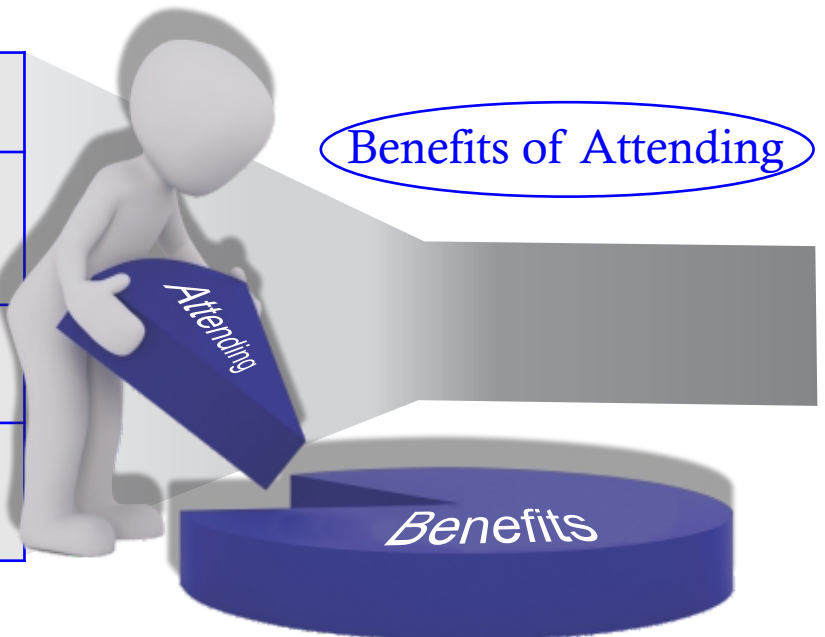
To analyze in detail the structure of an internal auditor's report

To study principles of personnel, time and financial resources distribution used in an internal auditor's report preparation

To acquire report writing skills using real practical examples

To learn the procedure of presentation of an internal auditor's report.

## Benefits of Attending



Managers and staff of internal audit and internal control departments

Who want to optimize the process of internal auditor's report preparation and to create well written reports that can be used to bring about positive change and improvements

Managers and staffs who use internal auditor's report in their work

Who  
should  
attend



# Agenda

## **The Audit-Report Writing Task**

Recognize the criteria for, and importance of, writing audit reports.

Explain why audit reports are written.

List the readers of your reports.

Describe how readers use the reports.

Describe limitations placed on your reports and on yourself as a report writer.

## **Components of Audit Observations**

Complete the five components of an audit observation.

Identify types of criteria.

Create condition summaries.

## **Components of Audit Observations...Continued.**

Determine levels of cause.

Determine levels of effect (or consequence)

## **Components of Audit Observations...Continued.**

Create recommendations and action plans.

List the components of audit

observations.

## **Audit Report Structure**

Construct an audit report.

Evaluate the importance of the various sections included in audit reports.

## **Audit Report Structure...Continued.**

Apply one of the four formats to write an audit observation.

Distinguish the advantages and disadvantages of different report formats.

## **Quality of Reporting**

Develop reports that are accurate, objective, clear, concise, constructive, complete, and timely.

Develop coherence.

## **Quality of Reporting...Continued.**

Practice objectivity.

Ensure sentence clarity.

## **Quality of Reporting...Continued.**

Rephrase technical terminology.

Write with readability and conciseness.



## Trainers Profile

Nikhel is Partner at N. Nath & since 1990. (1984-1990).



Nikhel is President, IIA. Earlier held positions of Vice President, Secretary & Treasurer of IIA (2010-14). Member of the Executive Committee of the Doon School Old Boys' Society (1996 - 2000 & 2010-13). National Council IIA, India & Chairman, Advocacy Committee.

Nikhel has over 26 years of professional expertise in Organisational Systems & Processes, Risk Management, Corporate Governance, Internal Controls & Audit, Training for ICAI, IIA & Corporate Clients and Start-up Advisory.

Industry expertise covers Advertising, Automotive, Auto Components, Aviation, Banking, Chemicals, Education, Engineering, Healthcare, Infrastructure, IT, Glass, Leather, Machine Tools, Media, NGO, NBFC, Pharmaceuticals, Software and Steel etc.

**Nikhel Kochhar**  
Chair Advocacy

The Institute of Internal Auditors India  
(Anchor Trainer)

Managing  
Kochhar & Co.  
Earlier Partner  
Kochhar (1984

currently  
Delhi Chapter.  
positions of

# Registration

Please complete in BLOCK CAPITALS as information is used to produce delegate badge.  
Please photocopy for multiple bookings.

Investment for  
Enrolling

**Regular Fee- INR 15995 + Applicable Taxes**

**IIA Member Fee- INR 13500 + Applicable Taxes**

## Ways to Register

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www.achromicpoint.com

### Group Discounts

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