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**MASTERCLASS**

Venue

Radisson GRT

CHENNAI

**12**

OCTOBER

**ON**  
**AUDIT**  
**REPORT**  
**WRITING**

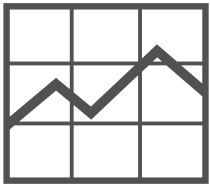
**2018**

**IIA GLOBAL  
TRAINING  
MATERIAL**





## 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.

### BENEFITS OF ATTENDING

- 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.



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



## 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.
- Determine levels of cause.
- Determine levels of effect (or consequence)
- 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.
- 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.
- Practice objectivity.
- Ensure sentence clarity.
- Rephrase technical terminology.
- Write with readability and conciseness.

ANCHOR TRAINER



**NIKHEL  
KOCHHAR**

#### **Educational Qualifications:**

- ISC from The Doon School, Dehradun
- B. A. Eco (Hons) from Delhi University
- CA from ICAI; CIA from Institute of Internal Auditors, Florida, USA

#### **Posts Held:**

- President, IIA Delhi 2014-16 (VP, Secretary & Treasurer: 2010-14)
- Chair, Advocacy (from 2014) & COO (2017), The IIA India
- Executive Committee: The Doon School Old Boys' Society (1996 - 2000 & 2010 - 13). Chaired Finance Sub - Committee
- On the Board of companies in India / USA
- Editorial Board of Indian Society for Training & Development
- Member of the Indian Public Schools Society (IPSS). Member Selection Committee for appointment of Board Members.

#### **Areas of Expertise**

- Internal Controls & Audit
- Risk Management
- Corporate Governance
- Organisational Systems & Processes
- Corporate & Institutional Training

#### **Industry Exposure**

- Advertising, Automotive, Auto Components, Aviation, BFSI, Chemicals, Education, Engineering, Healthcare, Infrastructure, IT, Glass, Leather, Machine Tools, Media, NGO, Pharmaceuticals, Software, Steel

**COO**

THE INSTITUTE OF INTERNAL AUDITORS INDIA

# Registration

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

INVESTMENT ₹ 10995  
+GST

IIA Members Price  
9500+GST

## Delegate Details

Title	First Name
Surname	
Email	
Telephone	
Job Title	
Organization	
Address	
Postcode	Country

I agree to APC's payment term. If you have not received an acknowledgment before the conference, please call us to confirm your booking.

## Payment Method

Payment must be received prior the even

Please refer to the following payment options:-

### By Cheque/By Demand Draft-

All cheques/demand drafts should be crossed, marked 'A/C Payee only' and made payable to 'Achromic Point Consulting Pvt Ltd' with the title of the programme (s) indicated clearly on the back of the cheque/demand draft.  
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### By Electronic Transfer-

Please make payment to Achromic Point Consulting Pvt Ltd  
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Beneficiary Name: Achromic Point Consulting Pvt Ltd

\*Please email the remittance advice to [contactus@achromicpoint.com](mailto:contactus@achromicpoint.com) or contact us at +91 11 2628 1521.

All bank charges are to be borne by the sender.

## Ways to Register

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## Standard terms and conditions

### Cancellation and Refund Policy

You must notify us by email at least 48 hours in advance if you wish to send a substitute participant. Delegates may not "share" a pass between multiple attendees without prior authorization. If you are unable to find a substitute, please notify Achromic Point Consulting (APC) in writing up to 10 days prior to the conference date and a credit voucher valid for 1 year will be issued to you for the full amount paid, redeemable against any other APC conference. No credits or refunds will be given for cancellations received after 10 days prior to the conference date. APC reserves the right to cancel any conference it deems necessary and will not be responsible for airfare, hotel or other costs incurred by registrants. No liability is assumed by APC for changes in program date, content, speakers, or venue.

### Terms & Conditions

Achromic point holds all the rights to circulate and distribute the information discussed, shared and presented at the seminar.

### Payment Gateway

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# ABOUT US



Achromic Point Consulting is an International Consulting Firm with growing presence in India & UAE providing a diversified range of Products & Services. APC works in tandem with enterprises at various levels in order to provide them Consulting, hand holding, Solutions and Services for Starting-up, Scaling-up and turnaround, or achieving Operational Excellence. It provides business solutions at all stages of business life cycle for various Industries. Our foundation is laid on the fundamentals of an ethical, profitable & sustainable growth through a partnering approach. As one-stop-shop for Enterprises, we direct leaders & help make distinctive, lasting and substantial improvements in the performance of their Organization.

## OUR OFFERINGS

ENTERPRISE SOLUTIONS



BRAND ACTIVATION



SEMINARS & CONFERENCES



We have been helping businesses for the past **8+ years** to bridge the skills gap that arises due to the ever so changing Business Environment, Regulatory Framework, Government Policies and Market Dynamics.



Corporates



Professionals Trained



Seminars/Conferences