

Virtual Report Writing for Auditors

Nine hours

Good audit reports identify process improvements and opportunities to improve. They can be challenging to write, since it's easy to get bogged down in all the data you want to convey.

This virtual course shows you how to write complex documents that are easy for readers to understand and act on. It provides strategies and techniques to ensure your audit reports, recommendations, and project updates are clear, concise and persuasive.

Who should attend

It's ideal for those who need to write complex documents that are clear, readable and persuasive.

We recommend a workshop size of 15 to 20 participants to encourage healthy group interaction and allow for individual coaching.

You learn to

- use the writing process to create better audit reports in less time, every time
- use our helpful template to quickly structure your reports
- decide what to include and how much detail is necessary
- get right to the point without rambling
- use headings, lists and layout to make your document scannable
- present facts, figures, and visuals in a clear way
- write in sentences that are concise, positive and engaging

What to expect

We know people learn best by doing, so this course gives you many opportunities to practice as you learn. You participate in both group and individual learning projects and receive coaching from your facilitator. You use samples of your own documents to assess your writing and pinpoint areas for improvement. As well, you plan and write a report on a topic of your choice so you can immediately apply your new skills.

You receive a comprehensive manual containing checklists and other job aids to help transfer what you have learned to your back-at-work writing.

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How you spend your time

Come to the course ready to work on a report you need to write. In addition, bring along reports you've written in the past. Virtual Report Writing for Auditors includes the following activities, which we can schedule at your convenience.

Session 1: Create a first draft (90 min)

Learn to:

- apply the writing process to create better reports in less time, every time
- profile your audience and define your purpose
- decide what to include and how much detail is necessary
- generate and organize the content of your report
- create your first draft quickly and painlessly

Self-directed learning (90 min) Using self-study materials, define your purpose and audience, make a plan, and write a first draft of your report. Your facilitator is available to answer questions and provide coaching.

Session 2: Revise for structure (60 min)

Learn to:

- get right to the point without rambling
- use headings, lists and layout to make your document scannable
- present facts, figures, and visuals in a clear way
- use the 5Cs template to quickly organize content

Self-directed learning (60 min) Complete exercises in the manual to reinforce Session 2 learning. Start revising your report. Your facilitator is available to answer questions and provide coaching.

Session 3: Revise for style (60 min)

Learn to:

- write in sentences that are concise, readable, and engaging

Session 4: Prepare (30 min)

Regroup and prepare for your final revision.

Self-directed learning (60 min) Revise your draft OR revise a report you've written previously. You share your revised report with your peers in Session 5. Your facilitator is available to answer questions and provide coaching.

Session 5: Workshop (90 min) Share your revised report with a small group in a breakout room, and give and receive writing feedback.