Report Writing for Auditors
Virtual 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, project updates, procedures and business plans are clear, concise and persuasive.

Who should attend

This course is ideal for those who need to write complex documents that are clear, readable and persuasive.

We recommend a maximum of 15 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 information-rich headings, lists and layout to make your document scannable
- present facts, figures and visuals in a clear way
- write in sentences that are concise, readable 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.

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 in three-hour learning modules, which we can schedule at your convenience.

Module 1

Virtual Session 1: Write your draft (90 minutes)

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 minutes)

Use self-study materials to 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.

Module 2

Virtual Session 2: Revise your draft (90 minutes)

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 5 Cs template to quickly organize content
- write in sentences that are concise, readable and engaging

Self-directed learning (90 minutes)

Complete exercises in the manual to practice your skills. Assess your own writing and revise your draft for structure and style. Your facilitator is available to answer questions and provide coaching.

Module 3

Virtual Session 3: Prepare to workshop (15 minutes)

Exchange reports with your peers and learn how to review each other's writing.

Self-directed learning (75 minutes)

Review your peers' reports and come prepared to give feedback about what worked and what could be better.

Virtual Session 4: Workshop (90 minutes)

Workshop your document with a small group in a breakout room, where you give and receive feedback to take your writing to the next level.