

VIRTUAL · SEVEN HOURS

Writing Skills for Auditors

Auditors need to know how to write clear, effective reports to help their organizations identify and manage business risks. Participants leave this workshop able to write clear, readable audit reports that clearly identify risks and spur readers to act.

Who should attend

This course is for internal auditors as well as their managers and reviewers. We suggest up to 15 participants to allow for group discussion and individual coaching.

You learn to

- Use a reliable process to create better-quality audit reports in less time
- Organize your content so management can quickly grasp key issues
- Write reports that are balanced, constructive, and encourage management to be proactive
- Write in a clear, unencumbered style that is concise and easy to understand
- Keep your tone positive
- Use a template to quickly organize information and create consistent reports
- Edit your own drafts

What to expect

We know that people learn best by doing, and this course gives you many opportunities to practice as you learn. You participate in both group and individual learning projects, and you receive coaching from your facilitator. Use your own audit report to assess your writing and create a personal action plan to build your skills.

You receive a comprehensive manual that contains checklists and other job aids, plus a handy tip sheet to help transfer new skills to your work-based writing.

How you spend your time

Virtual Writing Skills for Auditors Essentials includes the following activities in two learning modules, which we can schedule at your convenience.

Module 1 (Four hours)

Virtual Session 1: Write your first draft

Learn to:

- Analyze reader needs and clarify your purpose
- Plan your content – quickly generate and organize your ideas
- Draft quickly and painlessly

Self-directed learning

Apply your learning by drafting a report of your choice to bring to the next session. Your facilitator is available to answer questions and provide coaching.

Virtual Session 2: Revise your draft for clarity and style

Bring your draft and any other reports you've written that you want to review. In an interactive session, learn to:

- Structure your report – put your main point up front and make your report easy to scan
- Energize your writing by using a clear, concise style
- Keep your tone positive
- Use the 5 Cs template to quickly structure audit reports

Module 2 (Three hours)

Self-directed learning

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.

Virtual Session 3: Workshop

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