

PREPARING THE INTERNAL AUDIT REPORT ACCORDING TO MODERN INTERNATIONAL STANDARDS

"Delivering Clear, Effective, and Standards-Compliant Internal Audit Reports"

Schedule

Date	Venue	Fees
18 - 20 Aug 2026	Doha, Qatar	USD 2495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

This intensive 3-day training equips internal auditors and audit professionals with the skills to prepare high-quality audit reports aligned with modern international standards. Participants will explore how to structure audit findings, communicate results effectively, and ensure that reports meet stakeholder expectations and add value to the organization.

Through a combination of theory, practical exercises, and real-world examples, attendees will learn best practices in audit report writing, ensuring clarity, precision, and actionable recommendations that drive organizational improvement and compliance

Objectives

By the end of this course, participants will be able to:

- Understand international standards governing internal audit reporting
- Develop clear, concise, and actionable audit findings and recommendations
- Structure audit reports to align with organizational and regulatory requirements
- Apply techniques for effective communication and report presentation
- Enhance the impact and value of internal audit reports for stakeholders

Why Attend

- Learn best practices for modern, standards-compliant audit reporting
- Improve the clarity and effectiveness of your audit communications
- Gain tools to enhance the quality and credibility of internal audit reports
- Strengthen your ability to deliver actionable recommendations to management
- Ensure alignment with international auditing standards and frameworks

Target Audience

This program is designed for:

- Internal auditors and audit team leaders
- Audit managers and supervisors
- Compliance and risk management professionals
- Governance and internal control specialists
- Anyone involved in preparing or reviewing internal audit reports

Individual Benefits

Key competencies that will be developed include:

- Mastery of international standards for audit reporting
- Skills in drafting clear, structured, and persuasive audit reports
- Ability to identify and communicate key findings and recommendations
- Enhanced capacity to tailor reports to diverse stakeholder needs
- Techniques for improving the overall impact and follow-up of audit work

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Higher quality and consistency in internal audit reporting
- Increased value delivered to management and stakeholders through clear recommendations
- Strengthened organizational governance and risk management practices
- Improved alignment of audit functions with international best practices
- Greater trust and credibility in the internal audit process

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Deep dives into international internal auditing standards and reporting frameworks
- Case Studies - Real-world examples of effective and ineffective audit reports
- Workshops - Hands-on exercises drafting audit findings, conclusions, and recommendations
- Peer Exchange - Group discussions on reporting challenges and best practices
- Tools - Templates and checklists for audit report preparation and review

Course Outline

Training Hours: 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Foundations of Audit Reporting

- Module 1: Overview of Internal Audit Standards (07:30 – 09:30)
 - Introduction to IIA standards and reporting principles
 - Key elements and requirements of a compliant audit report
 - Role of internal audit in governance and risk management
- Module 2: Structuring the Audit Report (09:45 – 11:15)
 - Components of a well-structured audit report
 - Organizing findings, conclusions, and recommendations
 - Aligning structure with organizational and regulatory needs
- Module 3: Developing Clear Findings (11:30 – 01:00)
 - Writing clear, concise, and evidence-based findings
 - Root cause analysis and linking findings to risks
 - Prioritizing issues and framing actionable recommendations

Day 2: Enhancing Report Quality and Impact

- Module 1: Writing Techniques for Audit Reports (07:30 – 09:30)
 - Clarity, tone, and language in professional audit reports
 - Avoiding common writing pitfalls and misunderstandings
 - Techniques for improving readability and engagement
- Module 2: Effective Communication and Presentation (09:45 – 11:15)
 - Presenting audit results to management and stakeholders
 - Using visuals and summaries to enhance understanding
 - Handling sensitive or complex findings
- Module 3: Reviewing and Quality Assurance (11:30 – 01:00)
 - Review and approval processes for audit reports
 - Applying checklists and quality control measures
 - Ensuring consistency and adherence to standards

Day 3: Practical Application and Finalization

- Module 1: Case Studies and Best Practices (07:30 – 09:30)
 - Analyzing examples of strong and weak audit reports
 - Lessons learned from real-world cases
 - Group exercises critiquing sample reports
- Module 2: Finalizing and Distributing Reports (09:45 – 11:15)
 - Finalization steps: sign-offs, distribution, and follow-up
 - Managing stakeholder feedback and clarifications
 - Linking audit reports to action plans and monitoring
- Module 3: Action Planning and Next Steps (11:30 – 01:00)
 - Developing action plans for report improvements
 - Setting personal and team goals for reporting excellence
- Course wrap-up and Q&A

Certification

Participants will receive a Certificate of Completion in Internal Audit Reporting, validating their expertise in preparing high-quality, standards-aligned audit reports that deliver clear value to their organizations.

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