Mastering Internal Audit Report Writing: A 1-Week Workshop

15 – 19 March 2027
Accra (Ghana)



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Ref: 322794_214088 **Date:** 15 – 19 March 2027 **Location:** Accra (Ghana) **Fees:** 4200 GBP

Course Description

This intensive 1-week course is designed to enhance the report writing skills of internal auditors. Participants will learn to craft clear, concise, and impactful audit reports that effectively communicate findings and recommendations. The course covers all aspects of the report writing process, from planning to final presentation.

Learning Objectives

- Understand the key components of an effective internal audit report
- Learn techniques for clear and concise writing
- Develop skills in structuring reports for maximum impact
- Master the art of presenting findings and recommendations
- Enhance ability to tailor reports for different audiences

Course Modules

Day 1: Foundations of Effective Audit Reporting

- The purpose and importance of audit reports
- Key elements of a well-structured report
- Understanding your audience
- Planning the report writing process

Day 2: Writing Clear and Concise Content

- Principles of clear writing
- Avoiding common writing pitfalls
- Effective use of language and tone
- Techniques for summarizing complex information

Day 3: Structuring the Audit Report

- Organizing findings and observations
- Crafting impactful executive summaries
- Developing logical report structures
- Using visual aids effectively



Day 4: Presenting Findings and Recommendations

- Writing objective and balanced findings
- Formulating actionable recommendations
- Linking findings to organizational risk
- Addressing and incorporating management responses

Day 5: Finalizing and Presenting the Report

- Editing and proofreading techniques
- Quality assurance in report writing
- Strategies for report distribution
- Presenting reports to senior management and audit committees

Practical Wins for Participants

- Ability to produce clear, concise, and impactful audit reports
- Enhanced skills in tailoring reports for different audiences
- Improved efficiency in the report writing process
- Increased confidence in presenting findings to management

