

WORKSHOP ON:

Effective Communication: Writing Powerful Reports & Fundamentals of Performing Effective Risk Based Auditing

VENUE: MORENA HOTEL - MOROGORO |

Date: 22 - 26 July 2024

About This Course

Internal auditing is a profession that is always evolving, especially in the area of risk-based audit approaches. Successful audit leaders know that it is imperative to guide their organizations risk based auditing, while improving their current internal audit processes.

It equips participants with skills to become effective in performing risk-based internal audits and to develop best practices for effectively communicating observations in a risk-based audit engagement.

Participants will also learn what goes into an effective audit observation and how to organize reports that meet professional standards, elicit management action, and communicate crucial messages to executives and board level readers.

The practices-filled agenda will help you master important skills that you need to possess to perform value adding internal audit services.

WHY ATTEND THIS COURSE?

- Understand the role of the internal auditor in risk-based auditing.
- Understand the key risk and risk management concepts and principles.
- To perform risk analysis using risk measurements criteria.
- To plan a risk - based audit engagement using risk management concepts.
- Conduct a control evaluation in a risk - based audit engagement.
- Understand the five components of the audit report.
- Identify advantages and disadvantages of the three report formats.
- Identify how to develop reports that are accurate, objective, clear, concise, constructive, complete and timely.

AGENDA AT A GLANCE

Day 1

Risk - base Internal Auditing: Overview

- Definition of internal auditing
- Internal audit standards
- What is risk - based internal auditing?
- Value - added benefits of risk - based internal auditing
- The role of the internal auditor

Risk and Risk Management: Principles and Concepts

- Risk Overview and Risk Definitions.
- Risk management definitions
- Risk management misconceptions
- Objectives and Uncertainty
- Internal and external risk influences and risk categories.

Risk Frameworks

- The purpose of risk management frameworks.
- Major control and risk frameworks.
- COSO Internal Control - Intergrated Framework
- COSO ERM - Aligning Risk with Strategy and Performance
- ISO 31000 .

Day 2

Risk Assessment Criteria

- The importance of risk assessment criteria
- Integrating risk appetite with risk assessments.
- Risk tolerance definition and concepts
- Likelihood and impact

Engagement Planning and Risk Assessment

- Risk - based audit engagement
- Risk maturity and Identification
- Risk assessment - cause and effect.
- Risk and control matrix



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Day 3

Control Evaluation

- Managing risk
- Types of controls
- Control evaluation phase
- Tools for evaluating controls

Implementation Challenges

- Roadblocks to success

Day 4 & 5

The Audit Report Writing Task

- Audit report guidance
- Why audit reports are written
- Uses and readers of audit reports
- Audit report limitations

Components of Audit Observations

- Components of an audit observation
- Types of criteria
- Conditions summaries
- Levels of cause and effect
- Recommendations and actions plans

Audit Report Structure

- Elements of a typical audit report
- Audit report formats
- Comparison of audit report structures

Quality of Reporting

- Writing - quality guidance and issues
- Coherence
- Tone
- Objectivity
- Active and passive voice
- Technical terminology
- Readability and Conciseness

Who Should Attend?

Heads of Internal Audit, Chief Internal Auditors. Senior & Principal Internal Auditors. Audit Managers. Internal Auditors, External Auditors and Interested Parties.

Workshop Fees

| Category | Participation Fees before 15.07.2024 | Participation Fees after 15.07.2024 |
|------------|--------------------------------------|-------------------------------------|
| Member | TZS 900,000 | TZS 1,000,000 |
| Non Member | TZS 1,000,000 | TZS 1,100,000 |

Note that all participation fees are VAT 18% inclusive.

Discount: All Workshop fees have been favour-ably discounted.

Course Fee Payment

All cheques should be payable to the “**The Institute of Internal Auditors Tanzania**”. All participants should deposit their fees, before the event, into the IIA Tanzania **USD A/c no. 011105013080 or TZS A/c no.011103028262 at NBC Corporate Branch or NMB TZS A/c no. 22306600425.**

Registration

Visit www.iiatanzania.or.tz, events.iiatanzania.or.tz or email to: info@iiatanzania.or.tz; and for enquiry Call or Whatsapp : +255 684460777.

Cancellation Policy:

Cancellation charge of 20% will be charged if written notification for cancellation is received by 15h July 2024. No refund shall be remitted for cancellation after 15h July 2024



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