

Effective Report Writing Skills for Internal Auditors



Morogoro, Tanzania

7th – 11th October 2024

2nd – 6th December 2024

Workshop Overview

Targeted at both new internal auditors and more experienced auditors; This course encourages internal audit professionals to challenge their approach to writing audit reports – the result of weeks of reviews, analyses, interviews and discussions. Audit reports provide information to management and the board on reviewed areas and more importantly, bring issues to management's attention that need to be addressed. How well the auditors communicate that information is critical to getting the required results. This is a hands-on course that focuses on the organization and structure of audit reports and includes case studies for practicing the leading practices of audit report writing.

Key Points

- Report Writing Basics
- The Institute of Internal Auditors (IIA) Report Writing Standards
- Key Considerations for Report Writing
- Crafting the Executive Summary
- Components of Audit Observation
- Finalizing an Internal Audit Report
- Audit Report Quality Features and Enhancements
- Audit reports: Types, Structure and Necessary Sections
- Improving the Report Review Process

Who Should Attend?

Internal Auditors, Internal Auditor Managers, Accountants, Chief internal Auditors



About The Lead Trainer

Zawadia Nanyaro is a Certified Public Accountant in Public Practice (CPA - PP) awarded by NBAA. She holds the following Academic Qualifications: BCom (Accounting), MBA (Finance), CISA, Certified Director and IIA Certified Assessor. She has vast hands-on experience in Internal and External Auditing that was gained while working with PricewaterhouseCoopers(PWC), Exim Bank (as an Internal Audit Manager), Tanzania Breweries Ltd (TBL) as the

Group Internal Audit Manager and currently as the Managing Director LILAC. LILAC key services are Assurance (External and Internal Audit); Advisory (specialized in Audit, Accounting, Risk Management and Governance and IS Security & audit assignments); Taxation, accounting and Training. Zawadia has been presenting professional papers in the NBAA seminars for more than 15 years. She has also presented papers in IIA and ISACA conferences and seminars. Since founding LILAC in 2016, she has conducted tailor made Internal Auditing and Risk Management Trainings to many organizations including to TRA, NSSF, EGA, and PSSF.

Course Methodology

The course includes case studies, group discussions and facilitator presentations.
CPD Hours will be provided.



Register Now at info@lilac.co.tz

Or contact us at directly at
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Training Fees will also cover for Food and Refreshments during the workshop