BiteSize training for Internal Auditors - Programme 2021/22

Courses are provided using the Microsoft Teams platform. Programmes are designed to be as interactive as possible and provide email access to presenter following the seminar to clarify or expand on any matters raised.

The programme can be used to explore individual topics particularly where internal auditors are preparing for an assignment or can be used as a structured programme of continuous learning.

A summary of the planned content of each seminar is shown below – full details are available of request and will be issued to each delegate in advance of the session.

Date	Level	Summary content
The new norm – Managing a remote team the benefit of the IA service 21 May 2021	SA/AM/M	*Session 1* – *The new world, working with clients* *Session 2* – *Barriers and communication* *Session 3* – *Constructing and conducting the audit*
Auditing Emergency Response Plans and Business Continuity 18 June 2021	SA/AM	*Session 1* - *Planning, preparation and communication* *Session 2* - *Audit briefs and control matrices* *Session 3* - *Conducting interviews and evidence*
Effective Audit Reporting 16 July 2021	T/SA/AM/M	*Session 1* – *Aims of reporting and communication* *Session 2* – *Reporting techniques and supervision* *Session 3* – *The good audit report*
Creating an Anti-Fraud Culture 20 August 2021	SA/AM/M	*Session 1* – *Understanding fraud* *Session 2* – *Best practice and establishing a culture* *Session 3* – *Conducting a review*
Introduction to Internal Audit 24 September 2021	E/T	*Session 1* - *Why do we need internal audit (IA)* *Session 2* - *Defining IA and its role* *Session 3* - *Key stages of an assignment*
The Internal Audit assignment 15 October 2021	E/T/SA	*Session 1* - *Planning and preparation* *Session 2* - *Conducting the risk-based review* *Session 3* - *Supervision, testing and reporting*
Risk Based Internal Audit 19 November 2021	E/T/SA/AM	*Session 1* - *Relevance of risk management* *Session 2* - *Risk as a basis for focusing assignment* *Session 3* - *Worked example*
Preparing for an EQA 17 December 2021	AM/M	*Session 1* - *Understanding the process* *Session 2* - *The meaning of conformance* *Session 3* - *Key standards and common issues*
Root Cause Analysis 21 January 2022	All	*Session 1* - *Background and relevance to IA* *Session 2* - *A five-step process* *Session 3* - *Relevance to IA findings and opinions*
Auditing themes – Complaints, Safeguarding and Lockdown 28 January 2022	T/SA	*Sessions* – *each session will consider the management objectives in respect of the theme and the risks to which an organisation may be exposed in order to construct an Audit Brief and control matrix for each area.*
Interviewing and influencing techniques 18 February 2022	T/SA	*Session 1* - *Planning and preparation* *Session 2* - *Effective communication and questions* *Session 3* - *Conducting interviews, evidence and closure*
Lean auditing 25 March 2022	SA/AM	*Session 1* – *Purpose, planning and preparation* *Session 2* - *Focus on significance* *Session 3* - *Working with management*

Key to suggested relevant delegate level:

E – New entrant, **T** – Trainee, **SA** – Senior, **AM** – Assistant Manager, **M** – Manager

Topics from the annual programmes can be delivered in a bespoke manner to meet the needs of individual clients either as part of a training day or bundled to build a comprehensive training package of support for a full day's programme. Please contact us for a quotation.