



# Effective report writing for internal auditors

**Helping you enhance the  
impact of your internal  
audit reports**



Internal audit and risk management

**1-2 April 2020  
Muscat, Oman**

**KPMG Business Academy**



### Key learning benefits:



Understand the report writing provisions provided in the standards of IIA



Analyze the typical audit report structure



Enhance the impact of your reports



### Course overview

Targeted at both new auditors and more experienced personnel, this two-day course encourages audit professionals to challenge their approach to writing audit reports - the end result of weeks of reviews, analyses, interviews and discussions. Audit reports provide information to management on reviewed areas and, more importantly, brings issues to management's attention that need to be addressed. How well you communicate that information is critical to getting the results you seek.



### Course prerequisites

Participants should be comfortable with auditing terms and processes and must bring audit reports with them to work on during the course.



### Course methodology

This course includes case studies, group discussions and facilitator presentations, which help develop techniques to enhance the quality and presentation of audit reports and underline the importance of effective report writing.



### Who should attend

This course is highly recommended for:

- Internal auditors and assurance professionals
- Internal audit managers and supervisors
- Internal audit directors
- Internal control specialists
- Accounting analysts
- Professionals interested in improving their report writing



### Meet your course leader

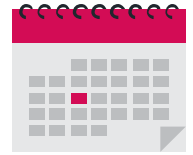


#### Harris Matin

Director | IARCS  
KPMG in the Lower Gulf

Harris has over 10 years of professional experience in delivering advisory services, especially in the field of corporate governance.

A trusted advisor to leadership teams, he has delivered several trainings to members of Boards and Audit Committee. Currently, he is leading the local practice as it delivers various governance related services and performs evaluation of the Board for public listed companies in Oman.



## Day one

### Introduction to report writing

- The importance of writing audit reports
- Identifying your readers - and their expectations
- How to attract attention and create impact
- What does 'good' look like?
- Comparative analysis
- Key challenges of report writing

### The Institute of Internal Auditors (IIA) report writing standards

- 2400 - Communicating results
- 2410 - Criteria for communicating (PA 2410-1)
- 2420 - Quality of communication
- 2430 - Conformance with the international standards of the professional practice of internal auditing

### Internal audit reports - the way forward

- How to increase usefulness
- Key considerations when developing a report - readers and writers
- How to evaluate your reports
- Key strategies for report writing
- Problem vs. solution focused thinking
- Framework and contents

### Importance of the executive summary

- Targeting executive summaries at the reader
- How to write effective executive summaries
- The four Cs: clarity, coherence, control and credibility
- Keeping the reader in mind

## Day two

### Components of audit observation

- The five Cs: Elements of audit observation
- Identify types of criteria
- Create condition summaries
- Determine levels of cause
- Determine levels of effect (or consequence)
- Determine adequate corrective action(s)

### Finalizing an internal audit report

- Root cause analysis
- Corrective actions
- Incorporating management comments
- Revealing the right issues for audit committee

### Audit report quality and enhancements

- The importance of being accurate, objective, clear, concise, complete and on time
- The correct use of fonts, bullets, italics, indents, tables and charts
- Prioritization and rating recommendations
- Using less words
- Use of 'power words' in your report
- Using simple language to make your report readable

### Improving the report review process

- Peer reviews
- Senior management involvement
- The three levels of review

# Effective report writing for internal auditors

**1-2 April 2020**  
**8:30am-4:00pm**  
**Muscat, Oman**

Early bird (before 1 Mar 2020)*	Participant fee*
OMR 580	OMR 620

All registrations are subject to our terms and conditions which are available at <http://kpmgbusinessacademy.kpmguae.com/TermsandConditions.aspx>. By submitting your registration you agree to be bound by the terms and conditions in full.



## Three ways to register:



| [Register](#)



| [ae-fmkpmgacademy@kpmg.com](mailto:ae-fmkpmgacademy@kpmg.com)



| +971 4 356 9616

## Certificate

Participants who attend all sessions will be awarded a KPMG certificate of attendance.

## Payment

To reserve a seat at our courses, please complete a registration form and pay the full fees before the due date. All registrations are subject to acceptance by KPMG and will be confirmed with you in writing.

## Cancellation

If, having registered and paid for a place, you are unable to attend the course, a substitute delegate is welcome to attend in your place. Fees canceled seven days or less before the course begins are payable in full.

KPMG reserves the right to cancel this course, change its date or alter the venue, speakers or topics.

## Customized training solutions

To create a more tailored learning experience, you may want to run this course in-house. Please contact Saravanan Selvan to discuss further:

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