



In Collaboration with

Presents



EFFECTIVE REPORT WRITING FOR INTERNAL AUDITORS



Workshop Overview

How effective are your Internal Audit Reports?

Words are at the heart of what we do. Of course we are employed for our expertise. But that expertise comes to life through the way we communicate it. Our insights, our findings, our recommendations: we express all of these in words. Our reports are our chance to convince our stakeholders that we are credible. Our reports are often the most tangible product of our work.

And it is not just in written documents. Think about presentations and conversations with stakeholders. We are still using words to express ourselves. Whenever we use words, we need to make them effective.

Workshop Objectives

Clear thinking + clear communication = valuable delivery.

This workshop is designed to help participants write and speak with a purpose, develop and reinforce their understanding with the many important areas of Business English and Report Writing skills required to develop reports and presentation for different levels of audience, primarily - Senior Management, Board and Board Committees effectively and efficiently.

Benefits

On completion of this course participants will

- Understand the fundamental principles of Basic English grammar for business;
- Understand the attributes that make an effective report and words to be avoided;
- Understand the structure, contents, roles and responsibilities and applicable standards for internal audit reports;
- Understand the different reporting needs for the audiences (Management, Audit Committee and Board)
- Know how to leverage the power of data interrogation/analytics technology to gain insight into organisational performance, enhance audit process and support effective decision-making
- Know how to apply the report writing principles using different scenarios and case studies to demonstrate the application of effective report writing principles in drafting reports for different audiences, link audit findings to the reports and presentations.

Accommodation is available at Central Bank of Nigeria Learning Centre for the participants attending this workshop at 50% discount for all room rates. Cost of accommodation, breakfast and dinner are not part of the training fees.

Course Fee:

N170,000

(One Hundred and Seventy Thousand Naira only)

Date:
Wednesday 25th
to
Thursday 26th
July, 2018

Venue:
Central Bank of Nigeria
Learning Centre, Satellite
Town, Lagos, Nigeria

Time:
8:30am - 5:00pm
Daily

Payment Details:

Bank:
Zenith Bank Plc.

Account Name:
WAIFEM Research Account

Account Number:
1012832001

Who should attend:
Internal Auditors and
others who may find
the experience relevant
in their roles.

For Booking, contact:

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