informatech



AUDITING AND GOVERNANCE RISK AND COMPLIANCE | AGRC-018

Mastering Report Writing and Communication Skills for Auditors

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Course content

Why Attend

High-quality audit reports and effective communication are essential for delivering meaningful assurance, influencing management decisions, and driving organizational improvement. This course equips auditors with the practical skills needed to prepare clear, concise, and persuasive audit reports, communicate findings confidently, engage stakeholders effectively, and strengthen professional relationships throughout the audit lifecycle.

Course Methodology

The course combines instructor-led presentations, writing workshops, practical report-writing exercises, case studies, peer reviews, role plays, group discussions, and communication simulations based on real-world audit scenarios.

Course Objectives

By the end of this course, participants will be able to:

- Prepare professional audit reports that communicate findings clearly and effectively
- Structure audit reports to support informed decision-making and corrective action
- Write concise, objective, and persuasive audit observations and recommendations
- Strengthen communication and interpersonal skills throughout the audit process
- Build productive relationships with management and audit stakeholders
- Apply negotiation and active listening techniques during audit engagements
- Improve time management and overall audit communication effectiveness

Target Audience

- Internal auditors
- Senior internal auditors



Course content

Target Audience

- Audit supervisors and managers
- Compliance officers
- Governance, Risk, and Compliance (GRC) professionals
- Risk management professionals
- Professionals involved in audit reporting and assurance activities

Target Competencies

- Audit report writing
- Professional communication
- Business writing
- Stakeholder engagement
- Negotiation skills
- Active listening
- Influencing skills
- Time management

Course outline

Day 1: Building Professional and Impactful Audit Reports

- Understanding the purpose and value of effective audit reporting
- Identifying common weaknesses that reduce the effectiveness of audit reports
- Structuring reports that drive management action and organizational improvement
- Evaluating examples of high-quality and ineffective audit reports
- Applying practical techniques to assess report quality and readability



Course content

Course outline

• Developing concise and informative executive summaries for senior management

Day 2: Writing Persuasive Audit Reports

• Understanding the principles of effective business and audit writing

• Applying persuasive writing techniques while maintaining objectivity and independence

• Communicating audit findings in a constructive and solution-oriented manner

• Simplifying technical information for diverse audiences without losing accuracy

• Presenting key risks, root causes, and business impacts clearly

• Improving report review, quality assurance, and approval processes

Day 3: Developing Clear, Concise, and Action-Oriented Reports

• Structuring audit reports to improve readability and logical flow

• Writing precise observations supported by sufficient audit evidence

• Developing balanced audit opinions based on engagement results

• Formulating practical, risk-based recommendations and implementation plans

• Finalizing professional reports that support accountability and follow-up

• Understanding the importance of monitoring corrective actions and audit follow-up activities

Day 4: Communication Excellence for Audit Professionals

• Understanding communication challenges commonly encountered during audit engagements

• Developing the characteristics and behaviors of highly effective audit communicators

• Improving collaboration through clear, confident, and professional communication

• Strengthening interpersonal skills when interacting with auditees and management

• Applying influencing techniques to encourage positive organizational change

• Building productive relationships with senior management and key stakeholders



Course content

Course outline

Day 5: Negotiation, Active Listening, and Professional Effectiveness

• Applying negotiation principles throughout planning, fieldwork, reporting, and follow-up

• Managing difficult discussions while maintaining professional relationships

• Developing collaborative approaches that achieve mutually beneficial outcomes

• Strengthening active listening skills to improve information gathering and stakeholder engagement

• Applying effective time management strategies to improve audit productivity

• Final workshop: Preparing and presenting an audit report, communicating findings, handling management discussions, course review, and action planning



Seminar dates

Available seminar dates

Live dates and pricing for Mastering Report Writing and Communication Skills for Auditors generated from the course details page.

Date	Location	Format	Fee
4 - 8 January 2027	Amsterdam - Netherlands	Classroom	**€3,040.-**
1 - 5 February 2027	London - U.K	Classroom	**€3,360.-**
1 - 5 March 2027	Istanbul - Turkey	Classroom	**€2,240.-**
5 - 9 April 2027	Vienna - Austria	Classroom	**€3,600.-**
3 - 7 May 2027	Barcelona - Spain	Classroom	**€2,560.-**
7 - 11 June 2027	Paris - France	Classroom	**€3,600.-**
5 - 9 July 2027	Frankfurt - Germany	Classroom	**€2,720.-**
2 - 6 August 2027	Barcelona - Spain	Classroom	**€2,560.-**
6 - 10 September 2027	Amsterdam - Netherlands	Classroom	**€3,360.-**
4 - 8 October 2027	London - U.K	Classroom	**€3,360.-**
1 - 5 November 2027	Istanbul - Turkey	Classroom	**€2,800.-**
6 - 10 December 2027	Vienna - Austria	Classroom	**€3,920.-**

Live online option	Online delivery is available at €1,850.-.