Internal Audit

20 – 24 September 2027
Singapore (Singapore)



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Ref: 321500_294721 **Date:** 20 – 24 September 2027 **Location:** Singapore (Singapore) **Fees:** 5400 GBP

Introduction

An ineffective internal audit can lead to severe consequences, including process failures, customer dissatisfaction, and regulatory noncompliance. To prevent these risks and ensure optimal audit performance, it is essential to develop your internal audit skills. This course is designed to help you optimize your auditing abilities in line with the internationally recognized ISO 19011, Guidelines for Auditing Management Systems. You will gain the necessary knowledge to confidently plan, conduct, and follow up on audits while ensuring compliance with global standards.

Course Objectives

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

- Gain the confidence to prepare, conduct, and follow up on internal audit activities.
- Write clear, factual audit reports and suggest corrective actions.
- Understand the guidelines for internal auditing according to ISO 19011.
- Understand the internal audit process and how it applies to various types of audits.
- Develop and enhance your internal audit function and the role of internal auditors.
- Develop professionally by exploring internal audit training and the latest audit techniques.
- Learn how to use internal audit data analytics to improve audit effectiveness.

Course Outlines

Day 1: Management Systems Overview

- ISO 19011: Overview and Guidelines for Auditing Management Systems.
- Internal audit process: Definitions and steps involved.
- Audit responsibilities and principles.
- Audit evidence and program: How to collect and analyze audit evidence.
- Understanding the scope, objectives, and criteria of the audit.
- Typical audit activities and planning & initiation.
- Planning the audit: How to structure an effective internal audit.
- Review of documents and auditing programming.
- Audit plan and sampling techniques.
- Understanding audit work documents and their role.



Day 2: Execute the Audit

- Conducting the opening meeting and effective communication strategies.
- Attributes and question types: Best practices for engaging with auditees.
- Verifying information and recording evidence.
- Watching and learning from an internal audit video.
- Nonconformities: How to identify and document issues.
- Simulated internal audit activity.
- How to prepare audit conclusions and manage the closing meeting.
- Reporting an audit: Best practices for writing an audit report and its typical contents.

Day 3: Defining and Developing the Internal Audit Process and Establishing Roles

- Defining the role of the internal audit department and its function within the organization.
- Establishing an effective internal audit function and structure.
- Distinguishing between internal and external auditing roles.
- Developing the audit committee charter for board-level governance.
- Review of the latest updates in global internal audit standards.
- Identifying internal audit staffing requirements.

Day 4: Exploring Types of Audits and Risk Factors

- Understanding the differences between various types of audits:
    - Operational audits.
    - Financial audits.
    - Compliance audits.
    - Fraud and forensic audits.
    - Information systems audits.
- Understanding audit risk factors and the potential challenges they pose.
- Reviewing current year U.S. audit risk alerts.

Day 5: Selecting, Procedural Planning, and Commencing Internal Audit Examinations

- Procedural planning for internal audits and starting the examination process.
- Developing streamlined processes for conducting audits.
- Evaluating and selecting audit methodologies and frameworks.
- Notifying the auditee and promoting cooperation for a smooth audit process.
- How to evaluate internal controls systems and access network and computer files.
- Managing changes during an in-process audit and ensuring continuity.



Why Attend This Course: Wins & Losses!

- Strengthen your internal audit skills: This course equips you with the tools needed to effectively prepare, execute, and report on audits, ensuring you comply with internal audit standards.
- Develop professional competence: Learn to write clear audit reports, identify gaps in processes, and suggest corrective actions that drive organizational improvement.
- Gain practical experience: With hands-on activities like simulated internal audits and real-world case studies, you'll gain confidence in the audit process.
- Increased understanding of audit roles: Learn the critical differences between internal and external auditing and understand the internal audit function within the context of the organization.
- Global audit standards: Familiarize yourself with global internal audit standards and learn how to apply them effectively within your company.

Conclusion

This comprehensive internal audit training course is an excellent opportunity for HR professionals, internal auditors, and managers to enhance their understanding of the internal audit process. By mastering the guidelines of ISO 19011, participants will gain the confidence to conduct and manage audits effectively.

Whether you are looking to improve your auditing skills or seeking to implement better internal audit functions within your organization, this course offers everything you need to ensure success.

