

## Advanced Internal Audit

*Kigali (Rwanda)*

*18 - 29 November 2024*

UK Training

**PARTNER**

## Advanced Internal Audit

Code: QM28 From: 18 - 29 November 2024 City: Kigali (Rwanda) Fees: 6600 Pound

### Introduction

An ineffective audit can mean severe consequences; resulting in process failure, customer dissatisfaction and regulatory noncompliance. Optimize your auditing skills in line with the internationally recognized ISO 19011, Guidelines for Auditing Management Systems standard.

### Course Objective

- Gain the confidence to prepare, conduct and follow-up on audit activities
- Be able to write factual audit reports and suggest corrective actions
- Understand the guidelines of management system auditing according to ISO 19011
- Develop professionally

### Course Outlines

#### Day 1

##### Management systems overview

- Guidelines for Auditing Management Systems ISO 19011
- Auditing terms and definitions
- Process for auditing
- Audit responsibilities
- Audit evidence and programme
- Audit scope, objectives and criteria
- Principles of auditing
- Typical audit activities

##### Planning & Initiating

- Planning the audit
- Initiating the audit
- Document review
- Auditing programming
- Audit plan and sampling
- Audit work documents

#### Day 2

A graphic of a chessboard with several chess pieces (a king, a pawn, and a knight) on it, set against a background of concentric circles.

UK Training  
**PARTNER**

### Execute the Audit

- Opening meeting
- Communication, attributes and question types
- Verifying information and recording evidence
- Internal audit video
- Nonconformities
- Simulated internal audit
- Documenting nonconformities
- Preparing audit conclusions and the closing meeting

### Reporting

- Report an audit
- Typical audit report contents

### Day 3

- Defining and Developing the Internal Audit Process and Establishing the Roles within the Internal Audit Dept.
- Defining, developing and implementing an Internal Audit Function
- Defining the distinctions and responsibilities between Internal and External Auditors
- Identifying the Internal Audit Staff Positions
- Developing the Audit Committee Charter for a Board of Directors
- Review of Statements on International Auditing Standards Update and General Auditing Practice Issues
- Identifying Internal Audit Staffing Requirements

### Day 4

- Examining & Understanding the Differences between Various Types of Audits, including Risk Factors
- Operational Audits
- Financial Audits
- Compliance Audits
- Fraud and Forensic Audits
- Information Systems Audits
- Review of Current Year U.S. Audit Risk Alerts

### Day 5

- Selecting, Procedural Planning & Commencing Internal Audit Examinations
- Developing Streamlined Processes for Conducting Internal Audit Examinations
- Identifying Effective Audit Programs for the Various Types of Audits
- Evaluating and Selecting Internal Audit Methodologies
- Notifying the Internal Auditee and Supervisors of the Internal Audit Examination and Promoting Cooperation and Assistance in Achieving Common Goals
- Evaluating Internal Controls Systems and Accessing Network and Computer Files and Folders
- Effecting Changes to an In-Process Internal Audit Examination

### Day 6

A graphic of a chessboard with several chess pieces (a king, a pawn, and a knight) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the right side of the board.

UK Training  
**PARTNER**

## Internal Audit Leadership

- Effective leadership
- The importance of steady management
- Qualities of an effective internal audit leader
- A reminder of leadership and management theory
- The inspirational internal audit leader
- Large versus small internal audit teams
- The mission statement and definition of internal auditing
- Relevant attribute and performance standards
- Challenges all internal audit leaders face
- Resolving common challenges

## Day 7

### Effective Internal Audit Planning

- Determining risk maturity
- Designing the risk-based assurance universe
- Developing an effective internal audit strategy
- How you develop your universe and strategy
- Coordination with other assurance providers
- Advantages and disadvantages of working with other assurance providers
- Determining the annual or six-monthly internal audit plan
- Delivering the plan and working in an agile way
- Discussion: Good practice planning
- Internal audit delivery today and building team capability for tomorrow

## Day 8

### Getting Maximum Impact from our Internal Audit Resources

- Securing the necessary internal audit resources
- Managing internal audit resources
- Dealing with the dispersed team
- Ensuring an effective internal audit engagement process
- Maximizing efficiency
- Managing co-sourcing and contractors
- In-house versus outsourced contractors
- Risk management in the internal audit function
- Risk identification and management for internal audit

## Day 9

### Stakeholder Relationship Management

- Perceptions of internal audit
- Stakeholder analysis
- Effective stakeholder relations
- Marketing internal audit
- Internal audit's product mix
- Best practice stakeholder management
- Effective reporting and recommendations

UK Training

**PARTNER**



- Conflict management, negotiation and persuasion
- Networking
- Conflict and solutions

Day 10

Insight, Added Value and Quality Assurance

- What is insight
- Delivering insight and impact
- Enhancing and protecting organizational value
- Adding value through assurance and consulting
- The power and perils of advisory work
- The quality assurance and improvement programme
- Internal assessments
- External assessments
- Elements of the improvement program

UK Training

**PARTNER**



## Blackbird Training Cities

### Europe

izmir



Podgorica (Montenegro)



Stockholm (Sweden)



Lyon (France)



Copenhagen (Denmark)



Bordeaux (France)



Annecy (France)



Oslo (Norway)



Edinburgh (UK)



Glasgow (Scotland)



Malaga (Spain)



London (UK)



Istanbul (Turkey)



Amsterdam (Netherlands)



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Manchester (UK)



Milan (Italy)

### USA & Canada



Los Angeles (USA)



Florida (USA)



Online



Boston (USA)



Washington (USA)



Miami (USA)



New York (USA)



Toronto (Canada)



## Blackbird Training Cities

### Asia



Baku (Azerbaijan)



Maldives (Maldives)



Manila (Philippines)



Bali (Indonesia )



Bangkok (Thailand)



Beijing (China)



Moscow (Russia )  
(Malaysia)



Singapore (Singapore )



Sydney (Australia)



Tokyo (Japan)



Dubai (UAE)



Kuala Lumpur



Jakarta (Indonesia)

### Africa



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Marocco)



Nairobi (Kenya)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)

UK Training  
**PARTNER**

## Blackbird Training Clients



UK Training  
**PARTNER**



## Blackbird Training Categories

### Management & Admin

- Professional Skills
- Finance, Accounting, Budgeting
- Media & Public Relations
- Project Management
- Human Resources
- Audit & Quality Assurance
- Marketing, Sales, Customer Service
- Secretary & Admin
- Supply Chain & Logistics
- Management & Leadership
- Agile and Refinement

### Technical Courses

- Hospital Management
- Public Sector
- Special Workshops
- Oil & Gas Engineering
- Telecom Engineering
- IT & IT Engineering
- Health & Safety
- Law and Contract Management
- Customs & Safety
- Aviation
- C-Suite Training



International House 185 Tower Bridge  
Road London SE1 2UF United Kingdom



+44 7401 1773 35  
+44 7480 775526



[training@blackbird-training.com](mailto:training@blackbird-training.com)



[www.blackbird-training.com](http://www.blackbird-training.com)

UK Training

**PARTNER**

