

Prepare for and Participate in Audits

Dubai (UAE)

19 - 23 October 2025

UK Training

PARTNER



Prepare for and Participate in Audits

Code: QM28 From: 19 - 23 October 2025 City: Dubai (UAE) Fees: 3900 Pound

Introduction

Audits play a vital role in ensuring compliance, transparency, and continuous improvement within organizations. They are not limited to reviewing documents or examining records but extend to evaluating overall performance, identifying risks, and recommending areas for development. This training course provides participants with the essential skills to prepare effectively for audits, engage confidently during audit sessions, and apply the results to strengthen organizational performance. By mastering these skills, professionals can build a proactive culture of compliance and improvement.

Course Objectives

- Understand the fundamentals of audits and their importance.
- Distinguish between internal and external audits.
- Prepare and organize required documents and records.
- Develop effective communication skills with audit teams.
- Manage audit sessions with professionalism and clarity.
- Interpret audit findings and reports accurately.
- Design corrective and preventive action plans.
- Foster a culture of compliance and quality across the organization.

Course Outlines

Day 1: Audit Fundamentals

- Definition, purpose, and scope of audits.
- Types of audits and key differences.
- Phases of the audit process.
- Role of audits in governance and accountability.
- Standards and compliance frameworks.
- Case examples from organizational practices.

Day 2: Preparing for the Audit

- Reviewing institutional policies and procedures.
- Ensuring documentation and record readiness.
- Defining the scope and objectives of the audit.
- Creating a structured preparation plan.
- Training teams to respond effectively during audits.
- Practical simulation of an audit preparation session.

Day 3: During the Audit

The logo for UK Training Partner features the text 'UK Training' in a small font above the word 'PARTNER' in a large, bold, black font. The background of the logo is a stylized chessboard with several chess pieces, including a king, a queen, and a pawn, arranged in a strategic formation.

- Managing meetings with audit teams.
- Presenting evidence and documentation clearly.
- Handling unexpected questions and inquiries.
- Effective communication techniques.
- Maintaining professionalism and transparency.
- Case study analysis of a real audit scenario.

Day 4: Analyzing Audit Results

- Reviewing and interpreting audit reports.
- Identifying priority corrective actions.
- Creating practical and actionable improvement plans.
- Conducting closing meetings with auditors.
- Documenting outcomes for follow-up.
- Workshop: analyzing and responding to an audit report.

Day 5: Continuous Improvement Strategies

- Integrating audit results into organizational development.
- Establishing performance indicators for monitoring progress.
- Building a culture of compliance and accountability.
- Leadership's role in sustaining audit outcomes.
- Simulated full audit session.
- Final recommendations and roadmap for improvement.

Why Attend This Course? Wins & Losses!

- In-depth understanding of audit requirements.
- Practical skills for effective preparation.
- Enhanced ability to manage audit sessions.
- Improved communication with auditors.
- Reduced organizational risks through stronger compliance.
- Better documentation and record-keeping practices.
- Implementation of sustainable corrective actions.
- Strengthened transparency and accountability.

Conclusion

The Prepare for and Participate in Audits course offers a comprehensive framework that equips participants with the tools to manage audits with confidence and precision. From preparation to execution and follow-up, the course emphasizes both theory and practice, ensuring that participants can apply their learning directly within their organizations.

By focusing on compliance, quality, and continuous improvement, this program supports professionals in driving organizational excellence and building long-term resilience.

A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

UK Training
PARTNER

Blackbird Training Cities

Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)



Podgorica (Montenegro)



Batumi (Georgia)



Salzburg (Austria)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Athens (Greece)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)



Blackbird Training Cities

USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

ASIA



Baku (Azerbaijan)
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Melbourne (Australia)
(Kuwait)



Phuket (Thailand)



Shanghai (China)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City



Seoul (South Korea)



Pulau Ujong (Singapore)



Irbid (Jordan)



Jakarta (Indonesia)



Amman (Jordan)



Beirut

UK Training
PARTNER

Blackbird Training Cities

AFRICA



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



Blackbird Training Clients

 MANNAI CORPORATION MANNAI Trading Company WLL, Qatar	 GAC UNE FILIALE D' EGA Alumina Corporation Guinea	 Booking.com Booking.com Netherlands	 OXFAM Oxfam GB International Organization, Yemen	 Capital Markets Authority Kuwait
 WS Waltersmith Petroman Oil Limited Nigeria	 QNB Qatar National Bank (QNB), Qatar	 Qatar Foundation Qatar	 AFRICAN UNION ADVISORY BOARD ON CORRUPTION Tanzania	 KFAS Kuwait Foundation for the Advancement of Sciences KFAS Kuwait
 Reserve Bank of Malawi Malawi	 Central Bank of Nigeria Nigeria	 Ministry of Interior Kingdom of Saudi Arabia Ministry of Interior, KSA	 Mabruk Oil Company Libya	 Saudi Electricity Company KSA
 BPKH Badan Pengelola Keuangan Haji BADAN PENGELOLA KEUANGAN Haji, Indonesia	 NATO Italy	 ENI ENI CORPORATE UNIVERSITY, Italy	 GULF BANK Gulf Bank Kuwait	 General Organization for Social Insurance KSA
 Defence Space Administration Nigeria	 National Industries Group (Holding), Kuwait	 Hamad Medical Corporation Qatar	 USAID Pakistan	 STC STC Solutions, KSA
 North Oil Company North Oil company,	 EKO Electricity EKO Electricity	 OMAN BROADBAND Oman Broadband	 UNITED NATIONS UN.	 Authority for Electricity Regulation, Oman Authority for

UK Training
PARTNER

Blackbird Training Categories

Management & Admin

Entertainment & Leisure
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 Elevation

Technical Courses

Artificial Intelligence (AI)
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

 Sales@blackbird-training.com

 www.blackbird-training.com



UK Training
PARTNER

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) in gold and silver. The text 'UK Training PARTNER' is overlaid on the board.