



Institute for Capacity Development (ICD)

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Internal Auditing

Course Objectives

On completion of the course, participants should be able to:

- Establish an effective audit program
- Schedule audits on the basis of risk and importance of processes
- Prepare effective audit checklists
- Conduct audits and prepare effective audit reports
- Review and follow up corrective actions

Target Group

- Internal Auditors
- Section Supervisors
- Middle to Upper Level Managers
- Finance Officers
- Risk Mangers
- Audit Supervisors
- Senior Pubic and Private Sector Accountants
- Senior Managers

Course Content

- General Management Principles and Skills
- An overview of the Accounting Cycle
- Introduction to Internal Auditing
- Principles of Auditing
- Overview of the Internal Audit Process
- Internal auditor responsibilities
- Audit Scheduling
- Styles of Auditing
- Maintaining the Audit Schedule
- Audit Planning, preparation and management of audits
- Internal audit scope and criteria
- Preparing Audit Documents
- Checklists and Flow Charts
- Conducting an Audit
- The Audit Process
- Information and Evidence Gathering
- Evidence Gathering Techniques

- Recording Evidence
- Interviewing skills
- Reporting audit findings
- Verifying corrective action
- Evaluating Evidence and Audit Debrief Preparation
- Conducting the Audit Debrief/Closing Meeting
- The Audit Report and Follow-up
- Customers of the Report
- Report Content
- Preparing the Report
- Follow-up Actions – Corrective and Preventative Action
- Efficiency and Performance Auditing
- Action Planning.

Date: 12th – 23rd February 2018

Duration: 2 weeks

Venue: Windhoek, Namibia

Cost: US\$3150/delegate