



Practical Auditing Skills

Scope

This 2-day workshop style training course provides a thorough grounding in practical audit skills examining not only the details of activities and tasks but also looking at the sequence and interactions of departments and information trails within the business. Through a series of practical activities which can be tailored and relevant, delegates will gain 'hands-on' experience which will provide the necessary skills to gather information, deal with issues that arise, handle information and situations to achieve the best effect.

Suitability

This course is designed for personnel who are new to auditing and those who have some previous experience but wish to further their knowledge and confidence in the subject. It is ideal for those conducting internal audits and those involved in auditing suppliers.

Learning Outcomes

By the end of the course you will:

- Understand the qualities required of an auditor including how to behave to avoid conflict and gain auditee acceptance of findings
- Be able to initiate and conduct an audit
- Be able to create a structure audit programme
- Understand how to conduct an opening and closing meeting
- Be able to create a checklist of questions to ask
- Have the skills to write an audit report
- Be able to review corrective actions and follow up