

Internal Audit Training Course Outline

Lesson 1 - The Audit Process

- Understand the purpose, objectives and benefits of Internal Audits.
- Preview six steps for conducting Internal Audits.

Lesson 2 - Preparation and Planning

- Recognize that the bounds of the audit scope must be tightly defined and that staying within these bounds improves results.
- Understand how to prepare for an effective audit.
- Be aware of how important it is for all audit participants to remain objective.

Lesson 3 | The Opening Meeting

- Appreciate the importance of a comprehensive Opening Meeting.
- Know what agenda topics should be covered during the Opening Meeting.

Lesson 4 | Collect Evidence

- Recognize viable sources of evidence.
- Sort through the evidence to hone in on meaningful data that leads to valid conclusions.
- Realize when there is enough data gathered.

Lesson 5 | Evaluate the Evidence

- Consolidate evidence gathered.
- Generate a composite picture of how well the organization's performance conforms to Standards and documented procedures.
- Separate and itemize nonconformities.
- Rate nonconformities against a simple, relative priority scale.
- Provide substantiated evidence of each nonconformity found.

Lesson 6 | The Closing Meeting

- Appreciate the purpose and importance of the Closing Meeting.
- Understand how to prepare the Audit Report.
- Know how to prepare for and lead the Closing Meeting.

Lesson 7 | Audit Follow-Up

- Recognize the need to confirm that changes made (at least for Critical and Major Nonconformities) have actually been made.
- Be aware of the need to verify that the changes made are the right changes.
- Know what to look for to ensure changes made are sustainable.

Lesson 8 | Auditing Tips

- Be aware of tips and techniques that can lead to more effective audits and efficient outcomes.

Challenge

- An assessment of the learner's progress in this course.