

AUDITING AND GOVERNANCE RISK AND COMPLIANCE | COURSE BROCHURE

Mastering Report Writing and Communication Skills for Auditors

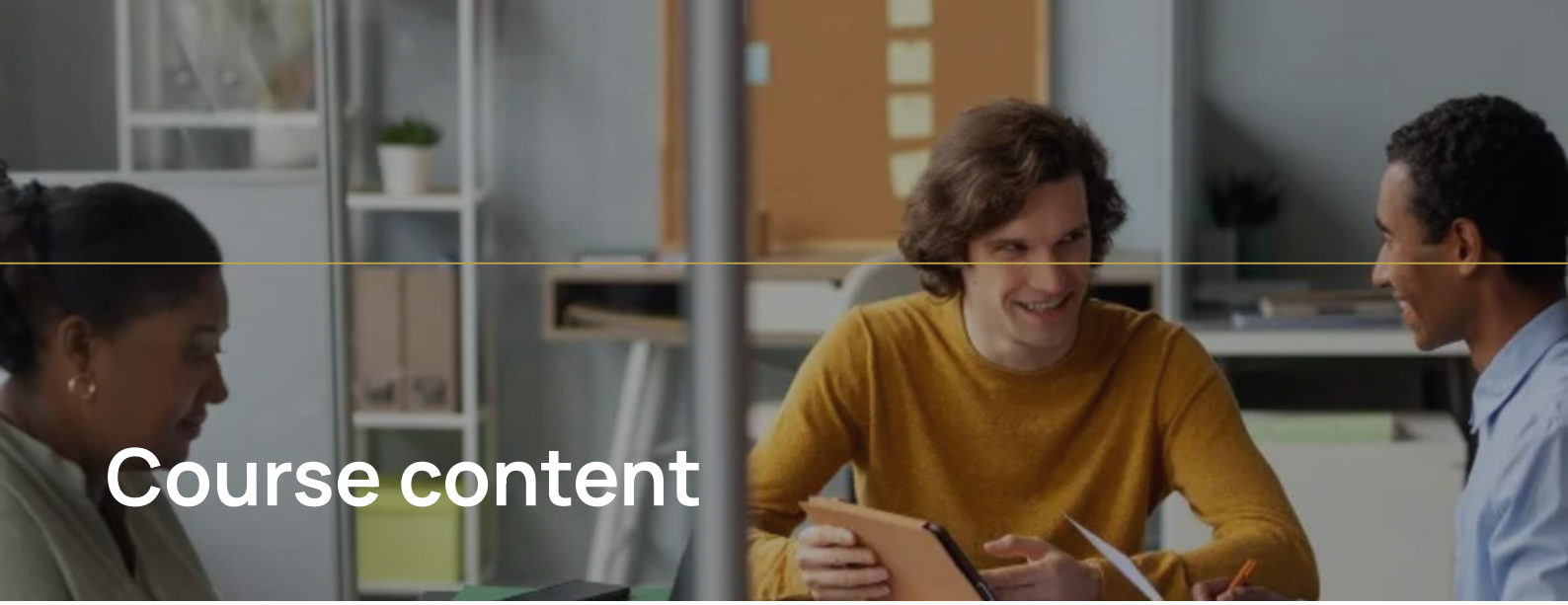
5 days | Classroom training | English

SMART HORIZON

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London W2 6BD, United Kingdom

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Course content

Why attend

This course equips auditors with advanced report writing and communication skills essential for conveying complex audit findings clearly and effectively. Participants will learn to structure reports, tailor messages to diverse audiences, and enhance their overall professional communication capabilities.

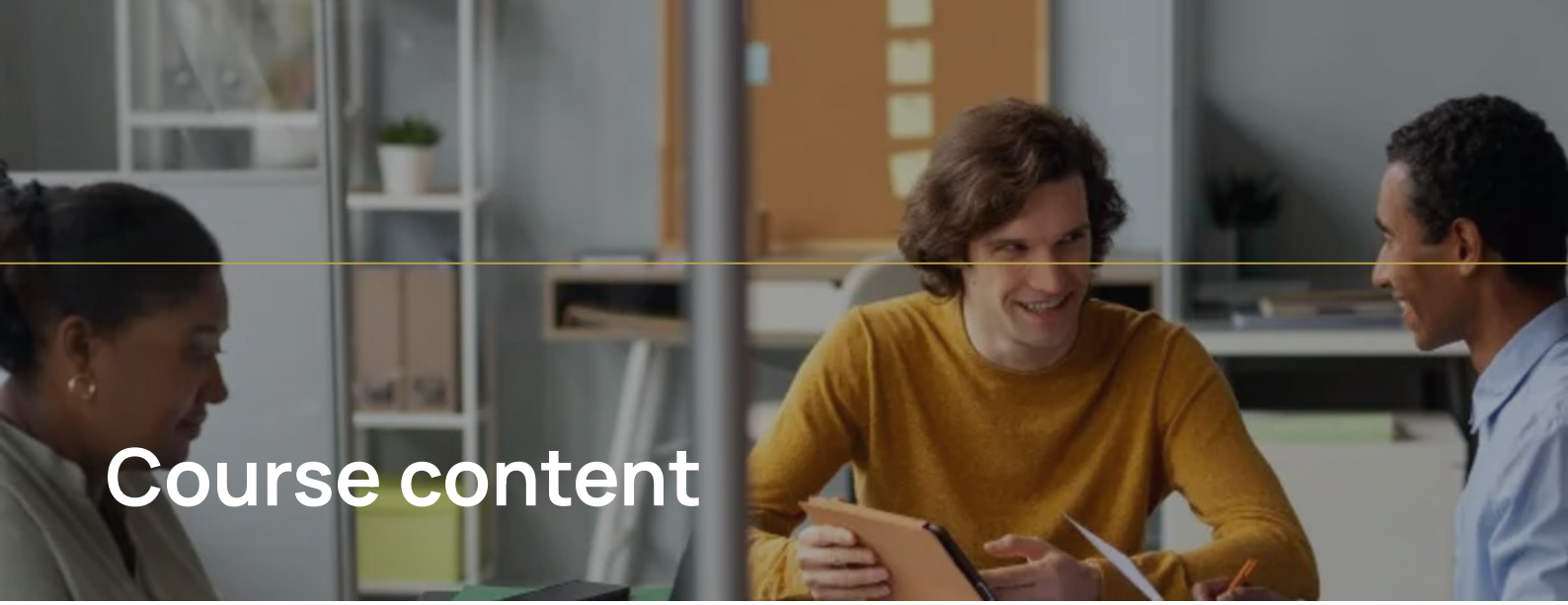
Auditors frequently encounter challenges in presenting findings in a clear and persuasive manner. Poorly structured reports can lead to misunderstandings, reduced stakeholder confidence, and ineffective decision-making. Mastering report writing ensures that audit conclusions are communicated effectively, fostering trust and facilitating action. This course addresses these issues by providing auditors with the skills to create structured, coherent reports that highlight key findings and recommendations. Participants will engage in practical exercises that simulate real-world scenarios, enabling them to apply their learning directly to their work environments and improve their overall reporting effectiveness.
Effective communication is critical for auditors to influence stakeholders and drive improvements. Participants will engage in practical exercises to develop skills in crafting concise, impactful reports and delivering presentations. This hands-on approach will enable auditors to articulate their findings confidently and respond to queries with clarity. By focusing on audience-specific communication strategies, participants will learn to adapt their messages to suit different stakeholders, ensuring that their reports resonate and prompt necessary actions. Furthermore, the course will cover techniques for managing challenging discussions, equipping auditors with the tools to navigate complex interactions and enhance their professional relationships.

Professional Problems This Course Is Designed to Solve

- Audit findings that are difficult for stakeholders to understand.
- Reports with weak structure or insufficiently supported conclusions.
- Difficulty presenting sensitive findings and actionable recommendations.

Course methodology

The course employs a blend of interactive workshops, case studies, and practical exercises tailored to the auditing context. Participants will engage in peer reviews of report drafts, role-playing scenarios for presentations, and simulations of stakeholder meetings. These activities are designed to build participants' capabilities in report writing and communication. Outputs will include structured audit reports, presentation slides, and feedback on communication strategies, ensuring participants gain practical skills applicable to their roles. The emphasis on real-world scenarios allows participants to practice and refine their skills in a supportive environment, preparing them for the challenges they will face in their auditing careers.



Course content

Course objectives

By the end of this course, participants will be able to:
• Analyse the structure of effective audit reports, identifying key components and best practices.
• Construct clear and concise audit findings tailored to specific stakeholder needs.
• Evaluate the impact of language and tone in audit communication, adjusting for audience comprehension.
• Design persuasive presentations that effectively convey audit results to diverse audiences.
• Prioritise key messages in audit reports to enhance clarity and focus.
• Assess the effectiveness of various communication methods in audit contexts, choosing the most suitable for each situation.

Target audience

This course is suitable for:
• Internal Auditors who need to enhance their report writing skills.
• External Auditors aiming to improve communication with clients and stakeholders.
• Compliance Officers responsible for documenting audit findings clearly.
• Audit Managers seeking to train teams in effective reporting techniques.
• Quality Assurance Professionals who must communicate audit results effectively.

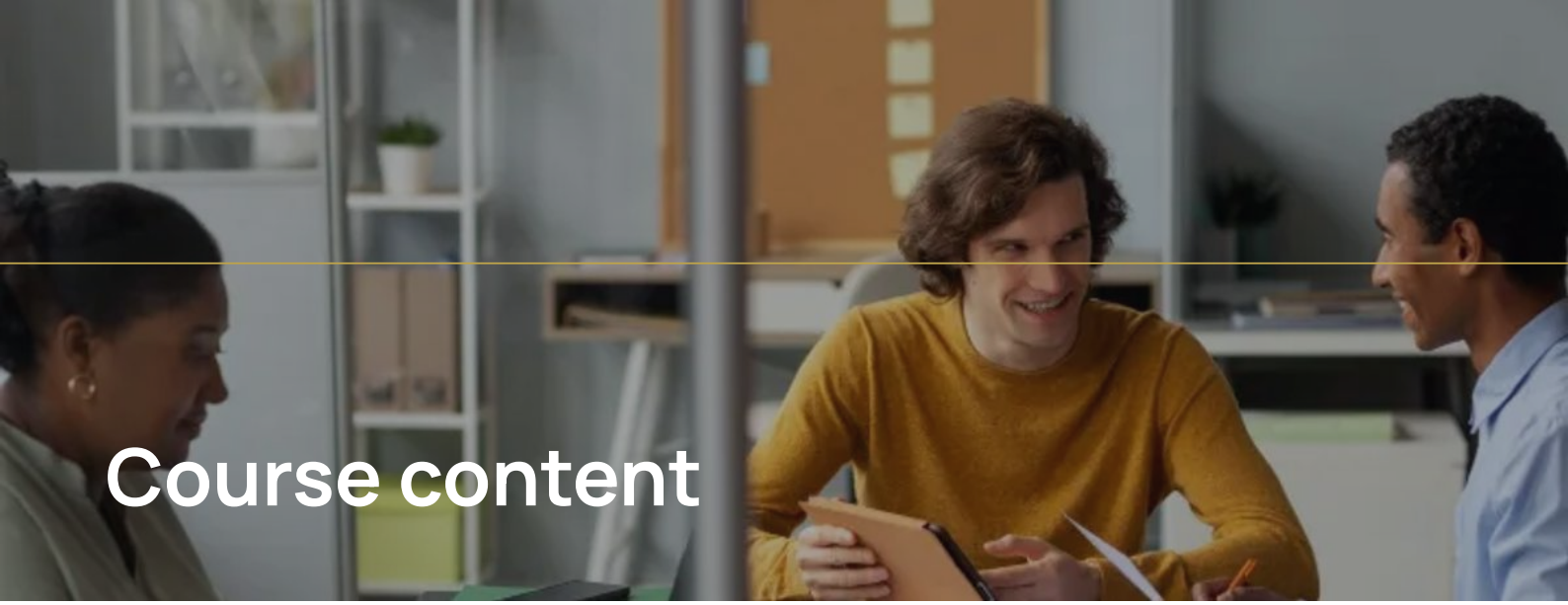
Target competencies

Participants will develop competencies in:
• Ability to write structured and coherent audit reports.
• Skill in tailoring communication to different audiences and contexts.
• Proficiency in presenting audit findings with clarity and confidence.
• Competence in using visual aids to enhance report presentations.
• Adeptness in providing constructive feedback on report drafts.
• Understanding of the ethical considerations in audit communication.

Course outline

Day 1: Foundations of Effective Report Writing

Applied activity: Participants will draft an executive summary for a fictional audit report, focusing on clarity and key findings. They will then pair up to critique each other's summaries, providing constructive feedback on structure and content. Each participant will revise their summary based on peer feedback, ensuring clarity and coherence.
Output: A revised executive summary that incorporates peer feedback and highlights key findings.



Course content

09:00–09:54	Understanding the purpose and audience of audit reports.
09:54–10:48	Key components of an effective audit report structure, including findings and recommendations.
10:48–11:00	Best practices for clarity and conciseness in writing audit reports.
11:00–11:30	**Coffee break**
11:30–12:12	Best practices for clarity and conciseness in writing audit reports. (continued)
12:12–13:06	Common pitfalls in audit report writing and strategies to avoid them.
13:06–14:00	The role of executive summaries in summarising key findings and recommendations.

Day 2: Crafting Clear Audit Findings

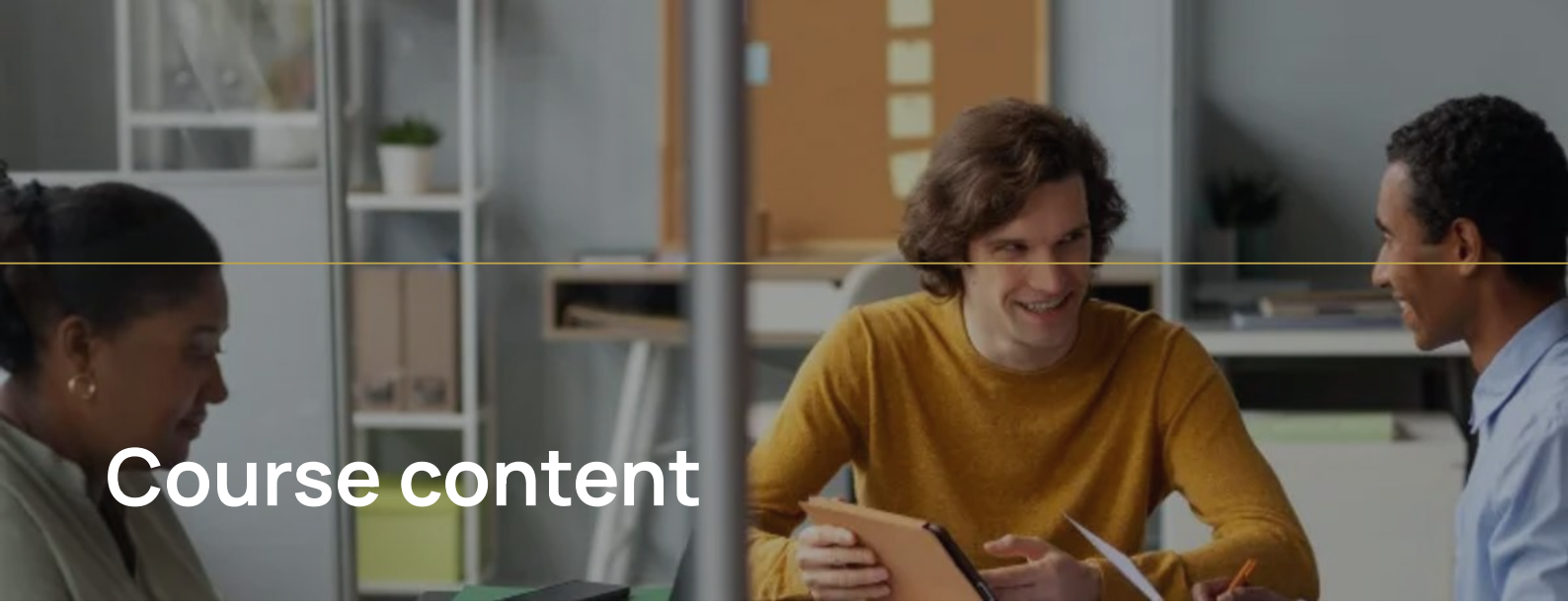
Applied activity: In small groups, participants will analyse a set of fictional audit findings and rewrite them for clarity and impact. They will consider the audience's perspective and the importance of actionable insights, ensuring that their rewritten findings are both clear and relevant to stakeholders. Each group will present their findings to the class.
Output: A revised set of audit findings ready for inclusion in a report, emphasising clarity and stakeholder relevance.

09:00–09:54	Techniques for articulating audit findings clearly and effectively to various stakeholders.
09:54–10:48	Using evidence and data to support audit conclusions and recommendations.
10:48–11:00	Strategies for prioritising findings based on impact and relevance to stakeholders.
11:00–11:30	**Coffee break**
11:30–12:12	Strategies for prioritising findings based on impact and relevance to stakeholders. (continued)
12:12–13:06	Tailoring language and presentation for different stakeholder groups to enhance understanding.
13:06–14:00	Incorporating actionable recommendations into audit reports for stakeholder implementation.

Day 3: Persuasive Presentation Skills for Auditors

Applied activity: Participants will prepare a short presentation on their revised audit findings, incorporating visual aids. They will present to the group and receive feedback on their delivery, content, and engagement techniques. Each presentation will focus on clarity and the ability to respond to audience questions effectively.
Output: Presentation slides and a recording of the presentation for self-review and improvement.

09:00–09:54	Principles of effective presentation design and delivery for audit findings.
09:54–10:48	Creating engaging visual aids to support and enhance the communication of audit results.
10:48–11:00	Techniques for managing audience questions and feedback during presentations.



Course content

11:00–11:30	**Coffee break**
11:30–12:12	Techniques for managing audience questions and feedback during presentations. (continued)
12:12–13:06	Practising body language and vocal techniques to improve presentation impact.
13:06–14:00	Strategies for handling difficult conversations and objections from stakeholders.

Day 4: Advanced Communication Strategies

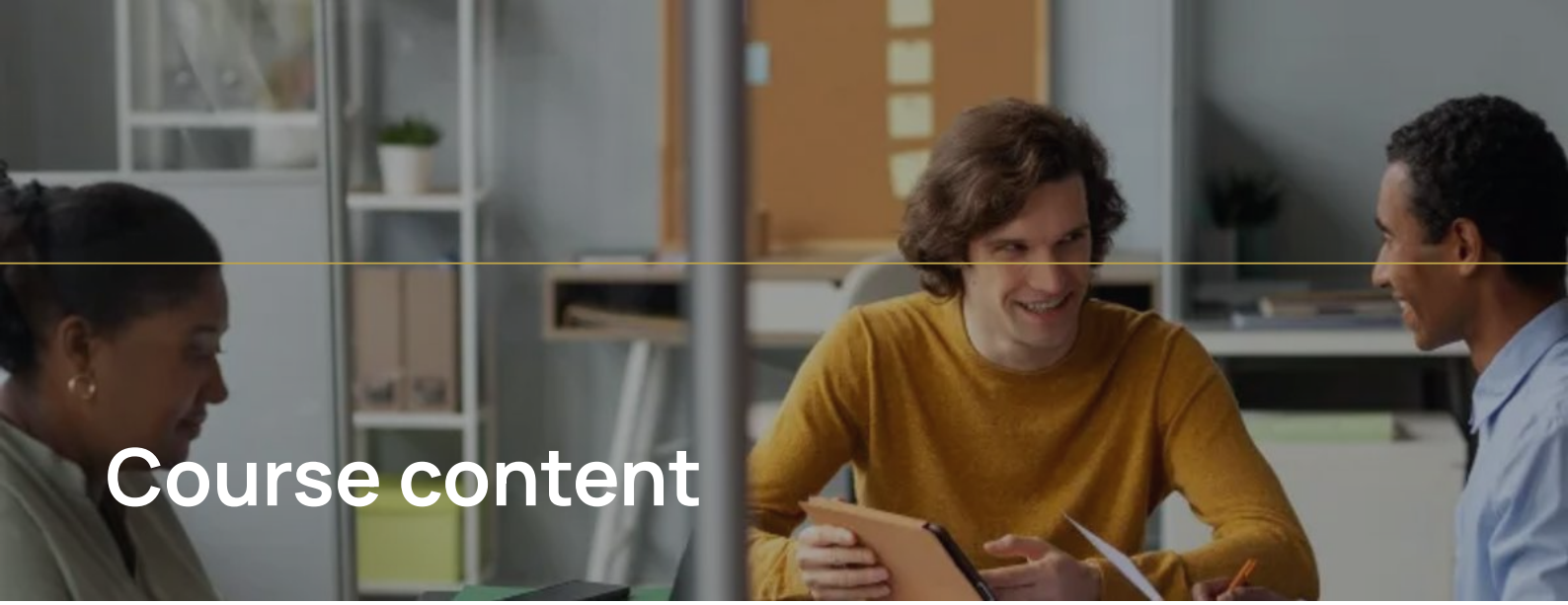
Applied activity: Participants will role-play a scenario where they must present contentious audit findings to a resistant stakeholder. They will focus on communication strategies to manage the situation, ensuring clarity and professionalism while addressing concerns and objections raised by the stakeholder.
Output: A reflective report on the role-play experience, including lessons learned and strategies for improvement in handling difficult conversations.

09:00–09:54	Understanding the role of non-verbal communication in audits and its impact on stakeholder perceptions.
09:54–10:48	Techniques for building rapport with stakeholders during presentations and discussions.
10:48–11:00	Using storytelling to enhance the impact of audit findings and engage audiences.
11:00–11:30	**Coffee break**
11:30–12:12	Using storytelling to enhance the impact of audit findings and engage audiences. (continued)
12:12–13:06	Strategies for effective written communication in follow-up correspondence and reports.
13:06–14:00	Managing conflicts and difficult discussions in audit contexts to maintain professionalism.

Day 5: Integrated Audit Reporting and Communication

Applied activity: Participants will work in teams to create a comprehensive communication plan for a fictional audit project. This plan will detail how they will report findings to various stakeholders and manage follow-up communications effectively, ensuring all aspects of stakeholder engagement are covered.
Output: A detailed communication plan that includes strategies for written and verbal reporting, tailored to different stakeholder needs.

09:00–09:54	Combining written and verbal communication for comprehensive audit reporting and stakeholder engagement.
09:54–10:48	Developing a communication plan for presenting audit results to multiple stakeholders effectively.
10:48–11:00	Evaluating the effectiveness of communication strategies post-audit to improve future reporting.



Course content

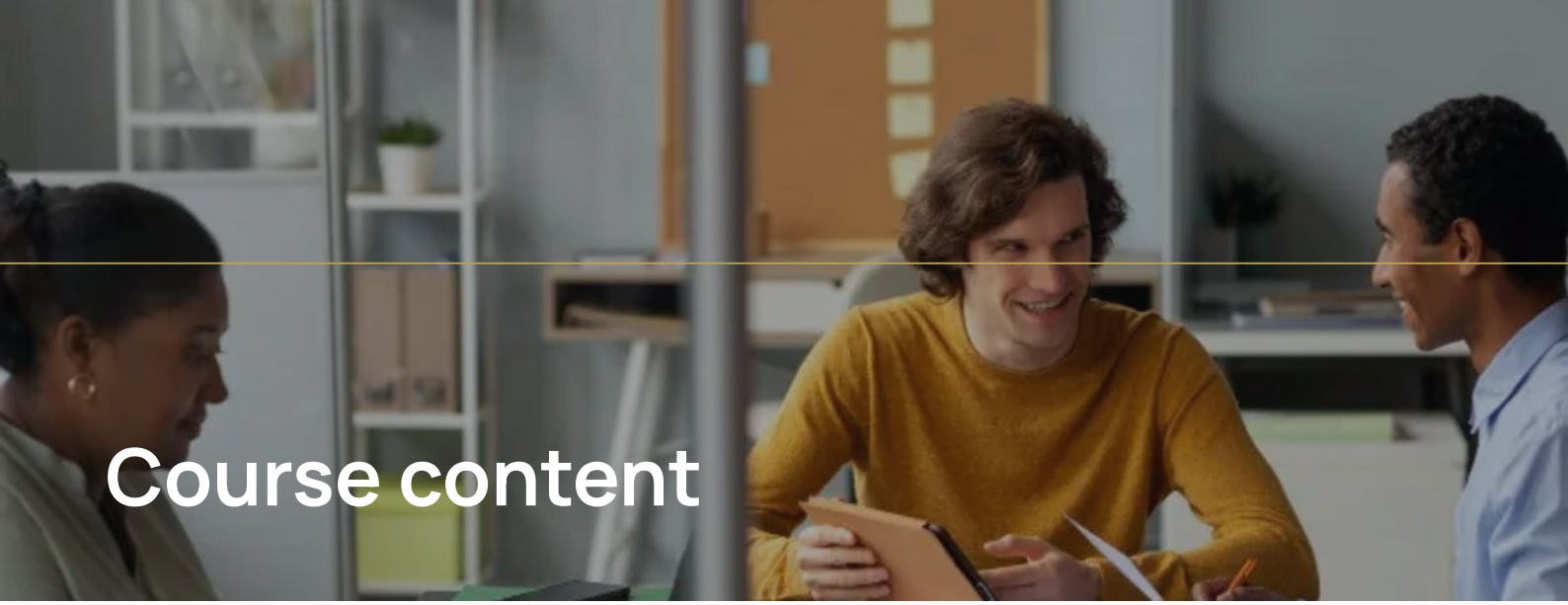
11:00–11:30	**Coffee break**
11:30–12:12	Evaluating the effectiveness of communication strategies post-audit to improve future reporting. (continued)
12:12–13:06	Utilising feedback from stakeholders to enhance future audit communications and relationships.
13:06–14:00	Creating a personal action plan for ongoing development in report writing and communication skills.

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

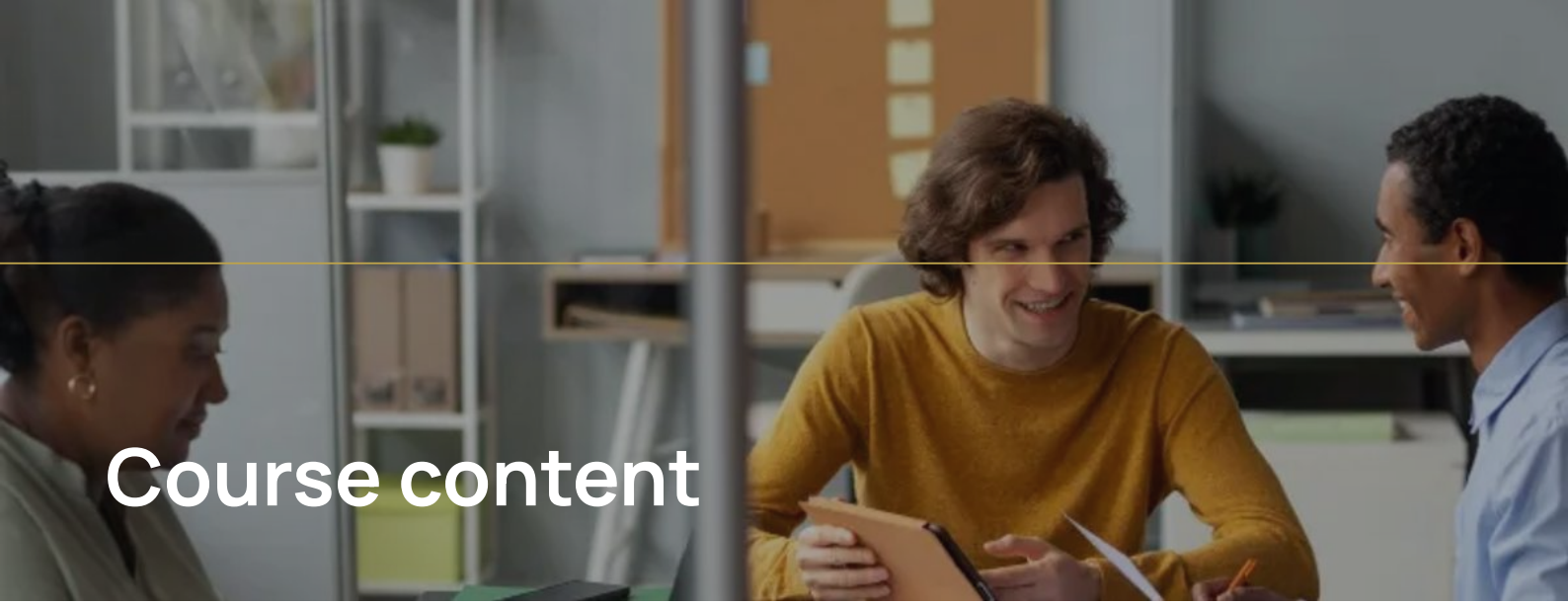
Venue	Start date	End date	Fee (GBP)
Dubai Confirmed dates	16 Nov 2026	20 Nov 2026	**£3,150.-**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**£1,250.-**
Cape Town Confirmed dates	30 Nov 2026	4 Dec 2026	**£1,890.-**
Online Confirmed dates	30 Nov 2026	4 Dec 2026	**£1,250.-**
Frankfurt Confirmed dates	7 Dec 2026	11 Dec 2026	**£2,650.-**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.-**



Course content

Dates, venues and fees (continued)

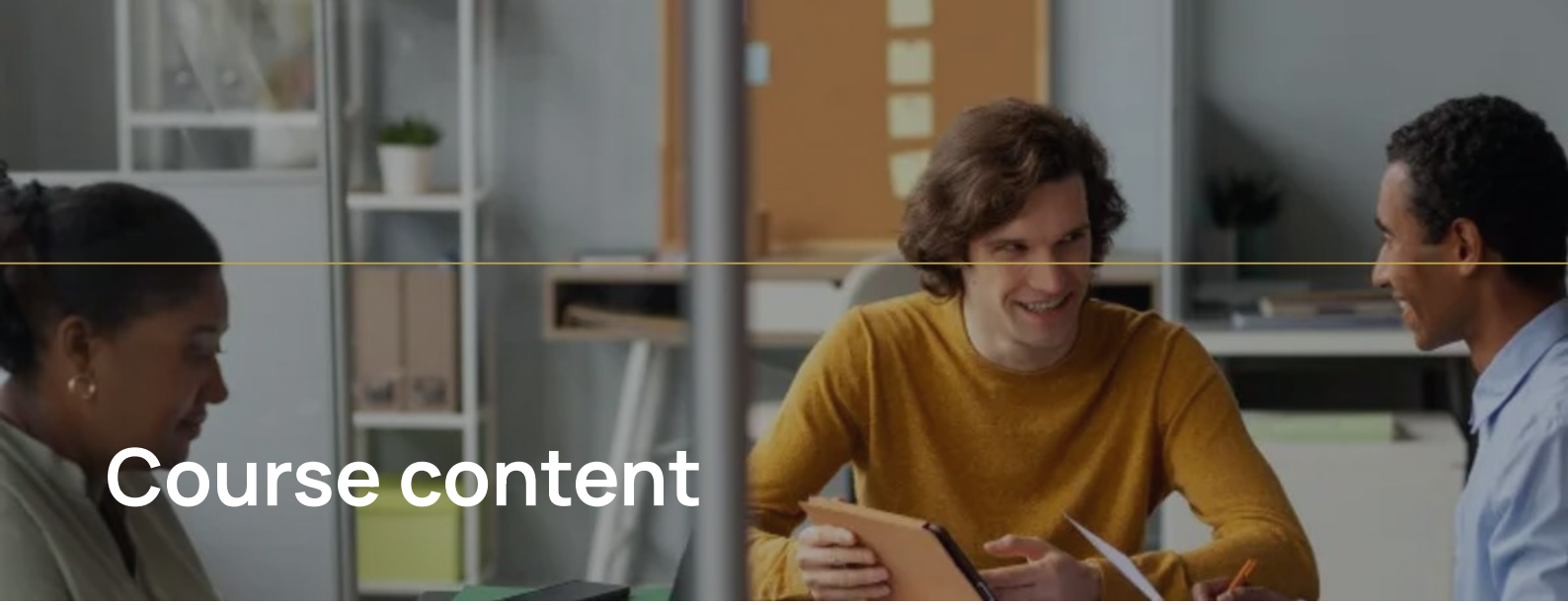
Venue	Start date	End date	Fee (GBP)
Kuala Lumpur Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,450.-**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.-**
Paris Confirmed dates	4 Jan 2027	8 Jan 2027	**£2,860.-**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,250.-**
Istanbul Confirmed dates	18 Jan 2027	22 Jan 2027	**£2,650.-**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,250.-**
Amsterdam Confirmed dates	1 Feb 2027	5 Feb 2027	**£2,540.-**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**£1,250.-**
Singapore Confirmed dates	15 Feb 2027	19 Feb 2027	**£2,820.-**



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Dates, venues and fees (continued)

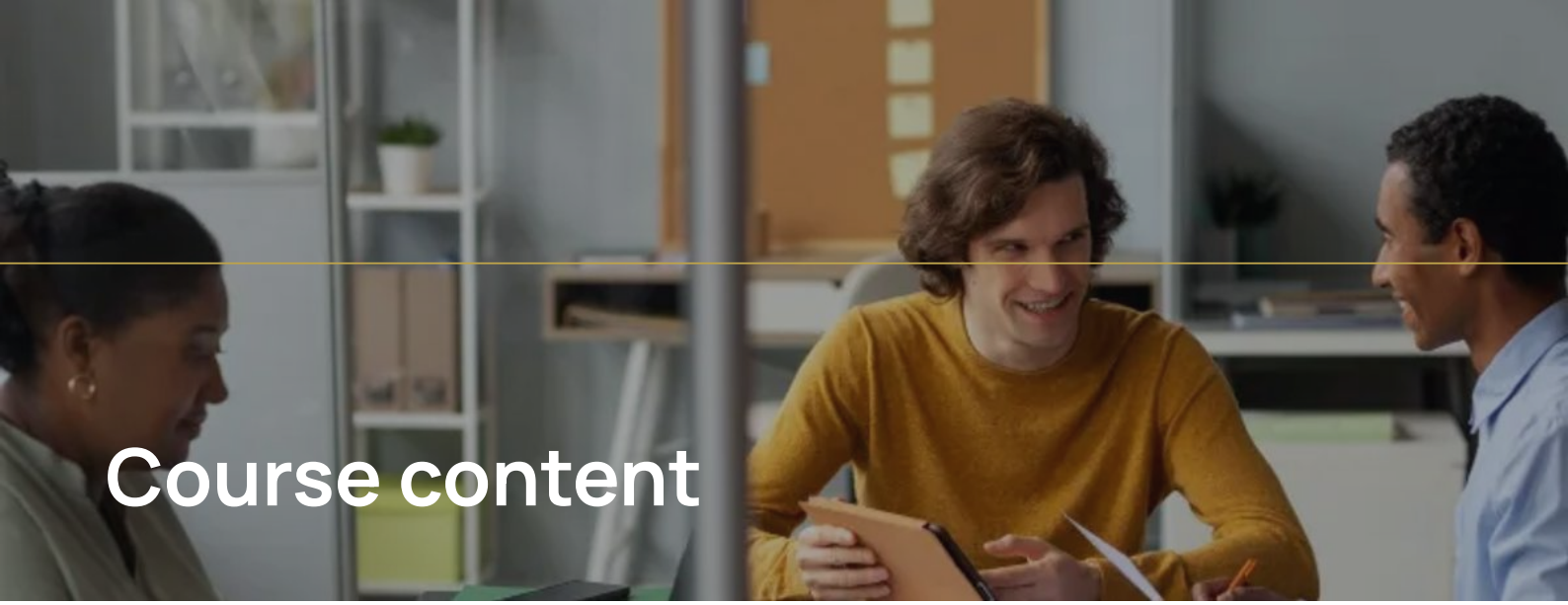
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,250.–**
London Confirmed dates	1 Mar 2027	5 Mar 2027	**£2,450.–**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**£1,250.–**
Rome Confirmed dates	8 Mar 2027	12 Mar 2027	**£2,450.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**£1,250.–**
Dubai Confirmed dates	15 Mar 2027	19 Mar 2027	**£3,150.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,250.–**
Frankfurt Confirmed dates	5 Apr 2027	9 Apr 2027	**£2,650.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**£1,250.–**



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Dates, venues and fees (continued)

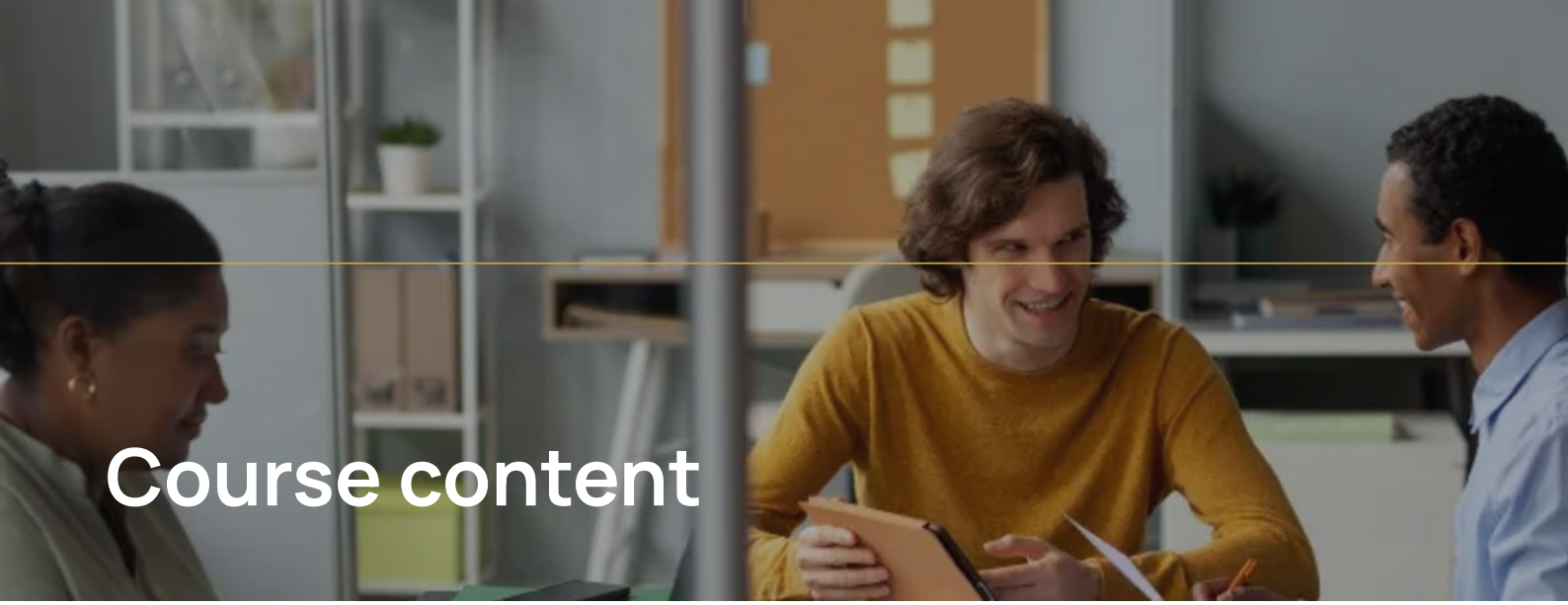
Venue	Start date	End date	Fee (GBP)
Kuala Lumpur Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,450.-**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,250.-**
Paris Confirmed dates	3 May 2027	7 May 2027	**£2,860.-**
Online Confirmed dates	3 May 2027	7 May 2027	**£1,250.-**
Barcelona Confirmed dates	10 May 2027	14 May 2027	**£2,840.-**
Online Confirmed dates	10 May 2027	14 May 2027	**£1,250.-**
Istanbul Confirmed dates	17 May 2027	21 May 2027	**£2,650.-**
Online Confirmed dates	17 May 2027	21 May 2027	**£1,250.-**
Amsterdam Confirmed dates	7 Jun 2027	11 Jun 2027	**£2,540.-**



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Dates, venues and fees (continued)

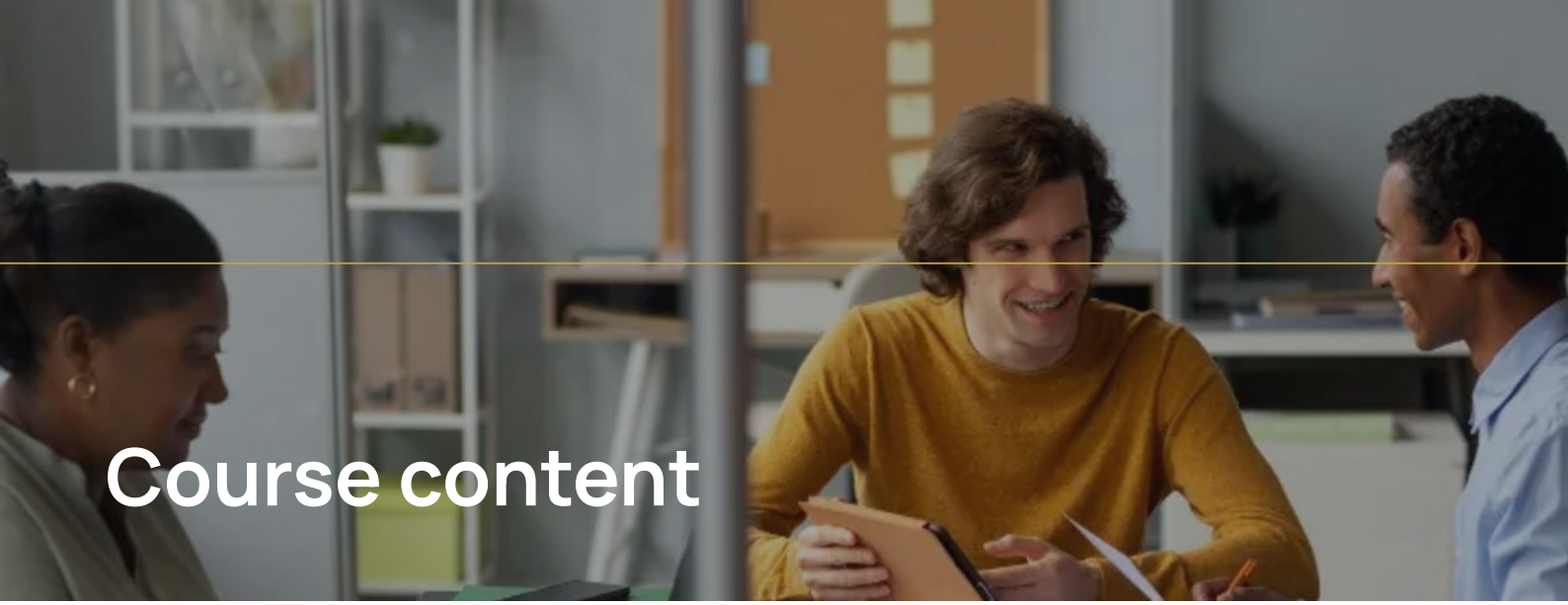
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Online Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,250.–**
Singapore Confirmed dates	21 Jun 2027	25 Jun 2027	**£2,820.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.–**
Vienna Confirmed dates	28 Jun 2027	2 Jul 2027	**£2,940.–**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**£1,250.–**
London Confirmed dates	5 Jul 2027	9 Jul 2027	**£2,450.–**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**£1,250.–**
Dubai Confirmed dates	19 Jul 2027	23 Jul 2027	**£3,150.–**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,250.–**



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Dates, venues and fees (continued)

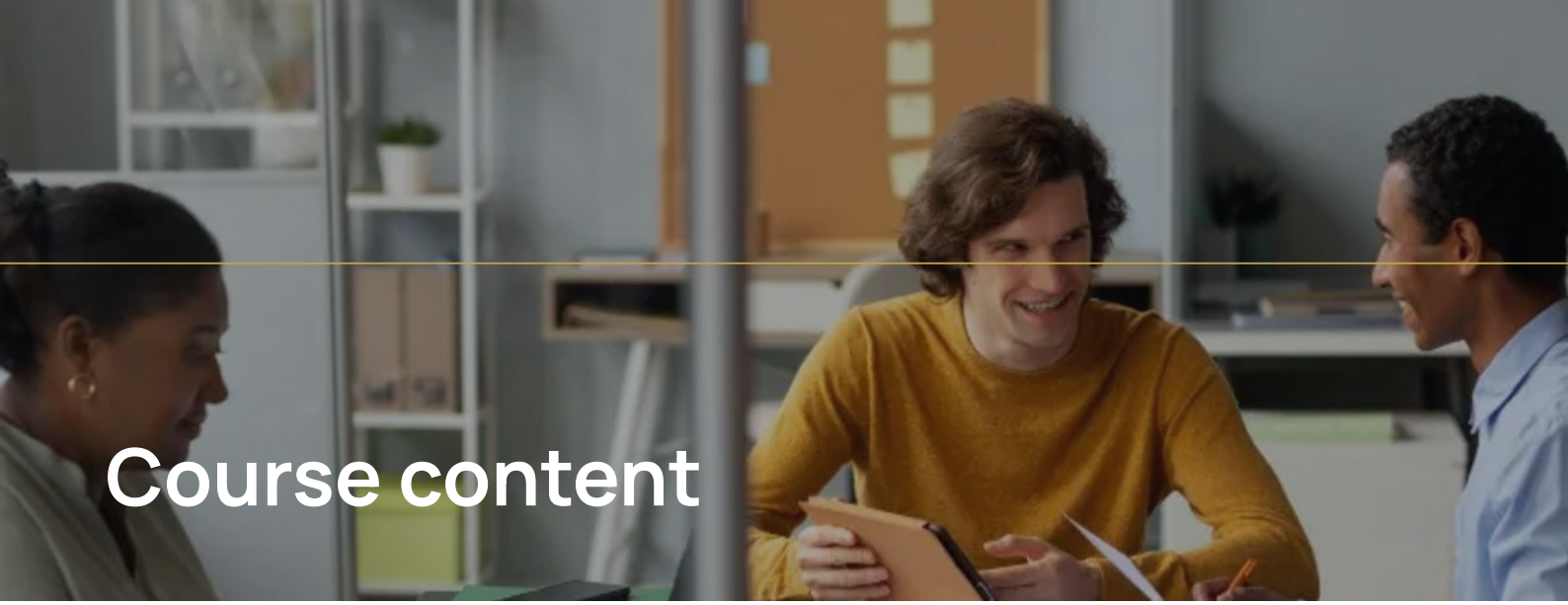
Venue	Start date	End date	Fee (GBP)
Frankfurt Confirmed dates	2 Aug 2027	6 Aug 2027	**£2,650.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,450.-**
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,250.-**
Cape Town Confirmed dates	30 Aug 2027	3 Sept 2027	**£1,890.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**£1,250.-**
Paris Confirmed dates	6 Sept 2027	10 Sept 2027	**£2,860.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,250.-**
Istanbul Confirmed dates	20 Sept 2027	24 Sept 2027	**£2,650.-**



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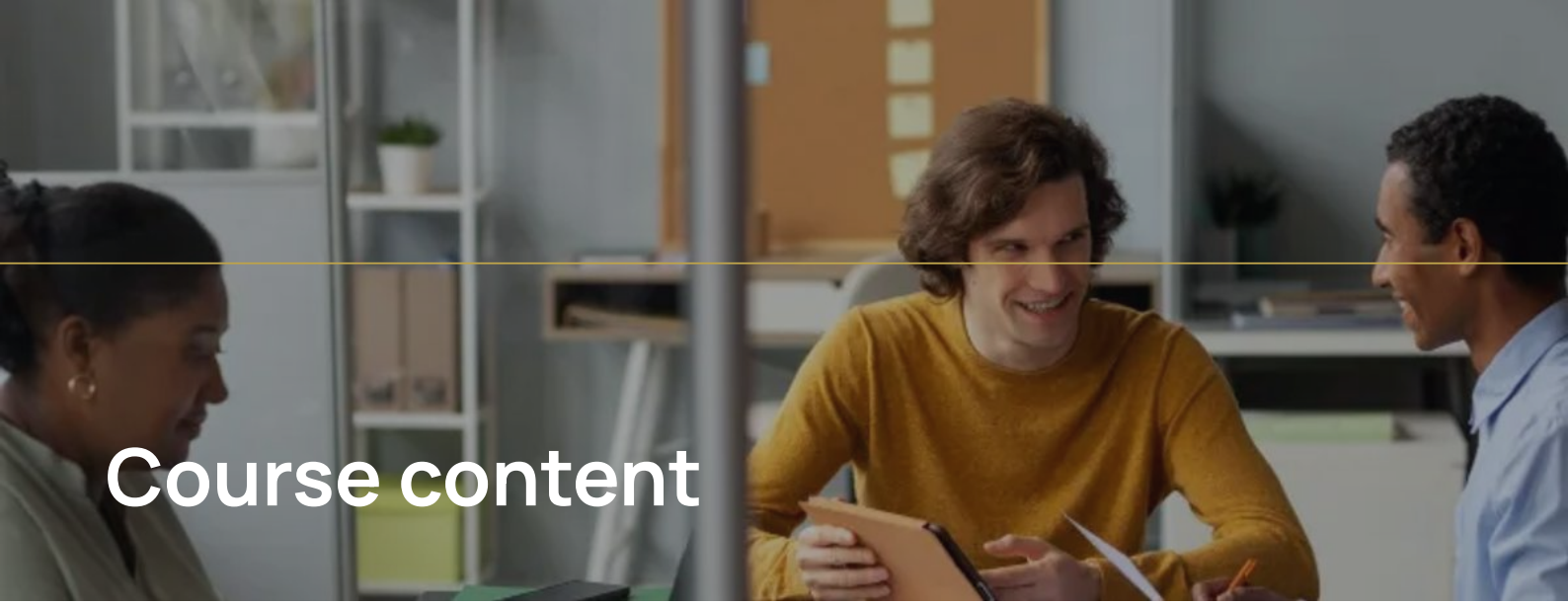
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London Confirmed dates	1 Nov 2027	5 Nov 2027	**£2,450.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**£1,250.-**
Rome Confirmed dates	8 Nov 2027	12 Nov 2027	**£2,450.-**
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Online Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,250.–**
Frankfurt Confirmed dates	6 Dec 2027	10 Dec 2027	**£2,650.–**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,450.–**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.–**



Course content

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

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