

LES PLUS DE
DE LA FORMATION

→ Relevant to the participants' experience of working with English speaking stakeholders

→ A bilingual facilitator able to facilitate discussions and understanding in French.

**2 JOURS**/14h

8h45 - 17h30

**Présentielle**

Paris intra muros



Adhérents IFACI :
1400 € HT
Non adhérents :
1550 € HT



Déjeuner(s) inclus

CPE 14

16 participants

ref. Professionalism;
Leadership &
Communication

**2 DATES**

• 15/05 au 16/05 • 20/11 au 21/11

WRITTEN DELIVERABLES OF THE AUDIT PROCESS

This course is designed for auditors working occasionally or predominantly in an English speaking environment. An ideal opportunity to improve both your English and your audit writing skills

PARTICIPANTS

Internal Auditors, Seniors and Managers.

Accessibilité - cf. page 11

PRÉREQUIS

No

OBJECTIFS PÉDAGOGIQUES

- **Write** reports and other audit documentation using the appropriate English vocabulary, grammar and expressions.
- **Bridge** communication difficulties and provide value-added audit deliverables to contribute to the success of the audit and the acceptance of the audit results.

CONTENU

- **The standards pertinent to written audit communications**
- **Developing an appropriate writing style**
- **The key differences between French and English writing styles and vocabulary**
- **The role of the various written deliverables produced from the Internal Audit process**
- **Engagement letter / Audit Planning Memorandum**
- **Meeting minutes**
- **Observations and recommendations**
- **The Audit Report**
- **Executive summary**
- **Drafting findings and recommendations that gain the commitment of the auditees**
- **Using different reporting mechanisms to engage different stakeholders (powerpoint, dashboard reporting...)**

MOYENS PÉDAGOGIQUES

Folders containing Powerpoint slides, technical documents, exercises, documentation, bibliography
Presentation methods : Paperboard - Light-projector

MODALITÉS D'ÉVALUATION DES ACQUIS

Progression des apprentissages et évaluation des acquis des participants réalisés par le formateur tout au long de la formation (temps d'échanges, travaux pratiques, exercices d'entraînements, quiz...).

Une évaluation de la satisfaction de chaque stagiaire est réalisée en ligne. Cette évaluation est complétée par l'appréciation du formateur à l'issue de chaque session.

INTERVENANT

Jane MIGASIUK is a bi-lingual internal audit practitioner experienced in audit communication situations and in the writing of audit documentation, reports and deliverables, in the English speaking environment.

Code formation : **25EWR**

Inscription inter : formation@ifaci.com

Information :
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www.ifaci.com

Déclinaison de cette formation en INTRA selon vos spécificités : contactez-nous au **01 40 08 (48 05 ou 48 06)** ou intra@ifaci.com

-20%

POUR TOUTE INSCRIPTION
SIMULTANÉE D'UN MÊME
STAGIAIRE À 4 FORMATIONS
PORTANT CETTE MENTION
EN AUDIT INTERNE