



Consulting and Training | Reach New Heights

Course Name

Audit Report Writing and Standards Compliance

Sector Name

Audit, Risk and Governance

Document Type

Generated by Boostlab

[Click Here To Visit Course](#)

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770



Audit Report Writing and Standards Compliance

Course Introduction

Clear, concise, and standards-compliant audit reports are critical to effective internal auditing.

This course is designed to enhance the skills of internal auditors in drafting audit reports that are accurate, objective, and aligned with the International Standards for the Professional Practice of Internal Auditing (Standards). Through a mix of theory, real-world examples, and practical exercises, participants will learn how to craft reports that effectively communicate audit findings, risks, and recommendations to stakeholders.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)

Audit Report Writing and Standards Compliance

Target Audience

- ✓ Internal auditors
- ✓ Audit managers and supervisors
- ✓ Compliance officers
- ✓ Risk professionals
- ✓ Anyone involved in audit reporting or quality assurance

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)

Audit Report Writing and Standards Compliance

Learning Objectives

- ✓ Understand the role and importance of audit reporting in the audit lifecycle.
- ✓ Apply the IIA Standards and best practices to audit reporting.
- ✓ Structure and write clear, concise, and actionable audit reports.
- ✓ Ensure audit findings are supported, impactful, and aligned with evidence.
- ✓ Communicate risks and recommendations effectively to various stakeholders.
- ✓ Avoid common reporting pitfalls and ensure consistency and professionalism.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)

Audit Report Writing and Standards Compliance

Course Outline

✓ DAY 01

Module 1: Introduction to Audit Report Writing

- ✓ Purpose and role of audit reporting
- ✓ Key users of audit reports
- ✓ Audit reporting in the audit process lifecycle

Module 2: IIA Standards and Reporting Requirements

- ✓ Overview of relevant IIA Standards
- ✓ Key elements of a standards-compliant report
- ✓ Quality assurance and review procedures

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

Audit Report Writing and Standards Compliance

Course Outline

✓ Day 02

Module 3: Structuring the Audit Report

- ✓ Essential components: Executive summary, scope, methodology, findings, conclusion, recommendations
- ✓ Logical flow and formatting for clarity and impact
- ✓ Writing with objectivity and neutrality

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

Audit Report Writing and Standards Compliance

Course Outline

✓ Day 03

Module 4: Writing Clear and Concise Findings

- ✓ Elements of a good finding: Criteria, condition, cause, effect, recommendation
- ✓ Using evidence to support conclusions
- ✓ Prioritizing and grading audit issues

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

Audit Report Writing and Standards Compliance

Course Outline

✓ Day 04

Module 5: Communicating Risk and Recommendations

- ✓ Linking findings to risk exposure
- ✓ Crafting SMART recommendations
- ✓ Adapting communication to the audience (e.g., management, board, regulators)

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To visit Course](#)

Audit Report Writing and Standards Compliance

Course Outline

✓ Day 05

Module 6: Common Pitfalls and How to Avoid Them

- ✓ Vague language and jargon
- ✓ Overloading reports with irrelevant detail
- ✓ Inconsistencies in tone, language, and formatting

Module 7: Practical Exercises

- ✓ Reviewing and critiquing sample audit reports
- ✓ Writing and revising sample findings
- ✓ Feedback and group discussions

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

Audit Report Writing and Standards Compliance

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Aug. 24, 2026	Aug. 28, 2026	5 days	4250.00 \$	UAE , Dubai
Oct. 19, 2026	Oct. 23, 2026	5 days	2150.00 \$	Virtual , Online
March 15, 2027	March 19, 2027	5 days	4250.00 \$	UAE , Dubai
June 7, 2027	June 11, 2027	5 days	4950.00 \$	England , London

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

info@boostuae.com info@boostorg.com

Generated by BoostLab •