

Course Name

Internal audit: From Planning to Execution

Sector Name

Audit, Risk and Governance

Document Type

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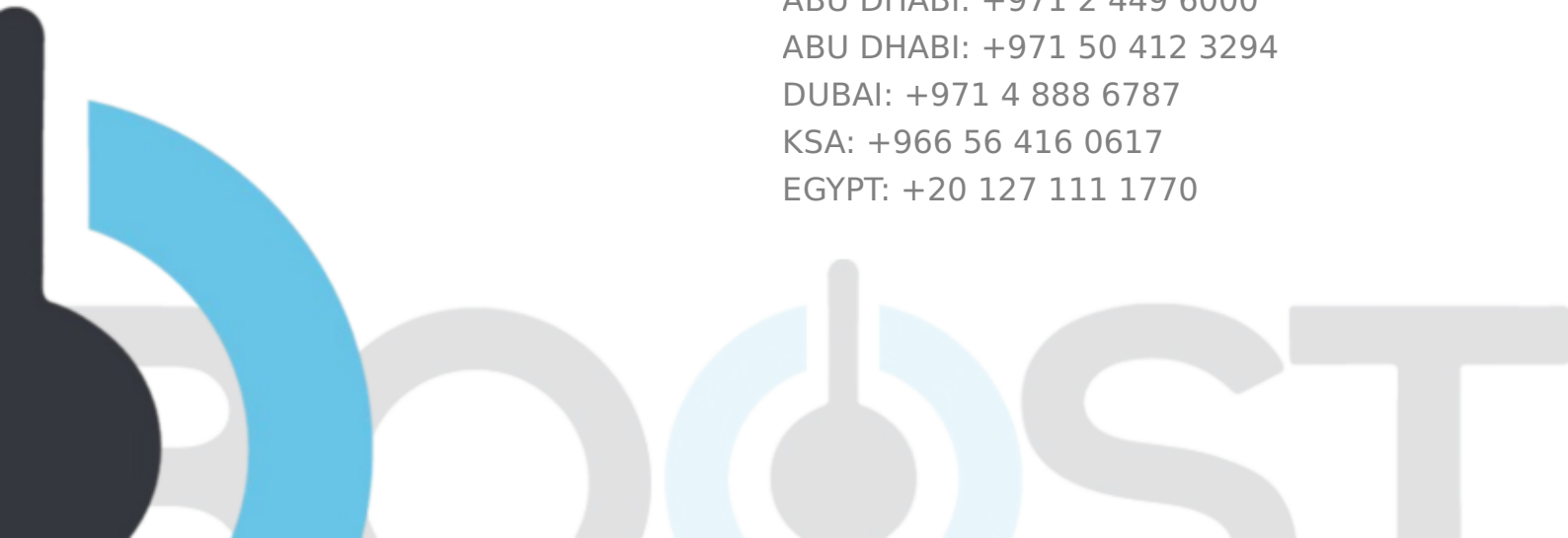
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Internal audit: From Planning to Execution

Course Introduction

Internal auditing is a cornerstone of organizational governance, ensuring compliance, performance monitoring, and continuous improvement.

This training program takes participants step-by-step through the end-to-end internal audit process, from preparation and scoping to conducting audits, reporting findings, and following up on corrective actions.

Participants will learn recognized auditing techniques and best practices applicable to management systems, compliance audits, and operational audits.

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Target Audience

- ✓ Internal Auditors across industries looking to strengthen audit planning, execution, and reporting skills.
- ✓ Quality Managers & HSE Managers who integrate internal audits into management systems.
- ✓ Compliance Officers & Risk Managers seeking structured approaches to verifying controls and mitigating risks.
- ✓ Department Heads & Process Owners preparing their teams for internal audits and reviews.
- ✓ New Auditors or Trainees building competence in internal auditing under ISO 19011 guidance.
- ✓ Corporate Governance Professionals responsible for oversight and transparency.

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Learning Objectives

- ✓ Understand the role and value of internal auditing.
- ✓ Plan audits based on risk and objectives.
- ✓ Apply auditing standards and principles (ISO 19011).
- ✓ Conduct interviews, collect evidence, and document findings.
- ✓ Report audit results clearly and objectively.
- ✓ Monitor corrective and preventive actions.
- ✓ Build auditor competence and professional behavior.
- ✓ Identify and mitigate common auditing pitfalls.
- ✓ Support continual improvement through auditing.
- ✓ Apply internal audits to compliance, quality, and performance systems.

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Course Outline

✓ DAY 01

The Fundamentals of Internal Auditing

- ✓ Purpose and scope of internal audits
- ✓ Types of audits: compliance, process, performance
- ✓ Auditing standards and ISO 19011 overview
- ✓ Principles of auditing
- ✓ Roles and responsibilities of internal auditors
- ✓ Audit ethics and professional conduct

Auditor Competence and Development

- ✓ Competency requirements for auditors
- ✓ Skills: communication, analysis, objectivity
- ✓ Shadow audits and mentorship
- ✓ Professional behavior and impartiality

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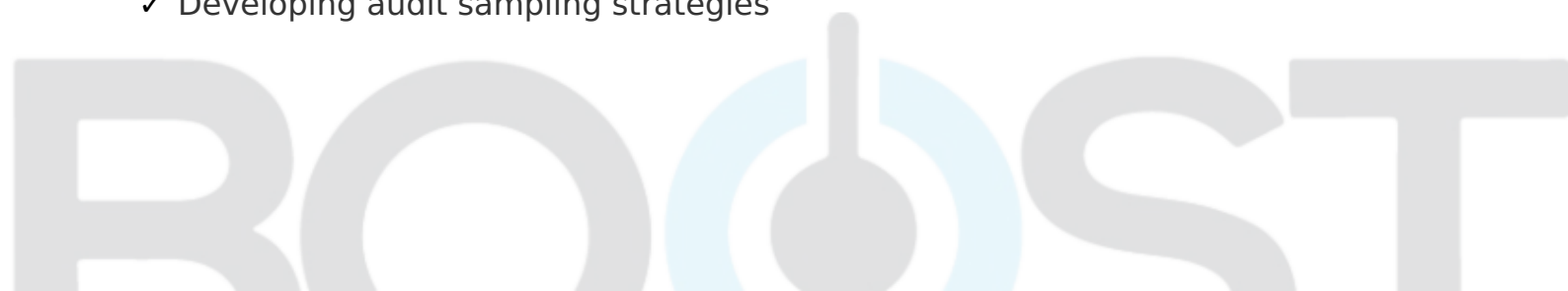
✓ Day 02

Audit Planning and Risk-Based Approach

- ✓ Understanding audit objectives and scope
- ✓ Developing audit programs and schedules
- ✓ Risk-based auditing concepts
- ✓ Selecting audit criteria and references
- ✓ Resource planning
- ✓ Preparing audit checklists
- ✓ Workshop: designing a sample audit plan

Preparing for the Audit

- ✓ Collecting background information
- ✓ Reviewing relevant documentation
- ✓ Communication with auditees before audits
- ✓ Preparing working documents
- ✓ Assigning roles within audit teams
- ✓ Developing audit sampling strategies



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Course Outline

✓ Day 03

Audit Opening and Conduct

- ✓ Opening meetings: objectives and protocols
- ✓ Audit communication skills and interview techniques
- ✓ Observing processes and collecting objective evidence
- ✓ Managing time during audits
- ✓ Dealing with resistance and conflicts during audits
- ✓ Recording and classifying audit findings

Documenting Audit Findings

- ✓ Types of audit findings: conformity, nonconformity, observations
- ✓ Writing clear, evidence-based findings
- ✓ Linking findings to audit criteria
- ✓ Grading nonconformities
- ✓ Drafting nonconformity reports
- ✓ Avoiding subjectivity in findings
- ✓ Workshop: writing audit findings



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Course Outline

✓ Day 04

Audit Reporting

- ✓ Structure of audit reports
- ✓ Reporting requirements and timeliness
- ✓ Presenting findings to management
- ✓ Balancing technical detail and executive summaries
- ✓ Communicating effectively with stakeholders
- ✓ Common pitfalls in audit reporting

Corrective and Preventive Actions

- ✓ Corrective vs preventive actions
- ✓ Root cause analysis techniques
- ✓ Writing corrective action requests (CARs)
- ✓ Monitoring action plans and deadlines
- ✓ Assessing effectiveness of corrective actions
- ✓ Preventive actions for systemic improvement

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Course Outline

✓ Day 05

Audit Follow-up and Closure

- ✓ Verification of corrective actions
- ✓ Closing nonconformities effectively
- ✓ Conducting follow-up audits
- ✓ Closing meetings with auditees
- ✓ Documenting closure of audit cycles
- ✓ Ensuring continual improvement through follow-ups

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Nov. 23, 2026	Nov. 27, 2026	5 days	4950.00 \$	Spain , Barcelona
Aug. 9, 2027	Aug. 13, 2027	5 days	4250.00 \$	UAE , Dubai
Jan. 10, 2027	Jan. 14, 2027	5 days	4250.00 \$	KSA , Riyadh
April 12, 2027	April 16, 2027	5 days	4250.00 \$	UAE , Dubai
Sept. 21, 2026	Sept. 25, 2026	5 days	4950.00 \$	Spain , Madrid

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