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Course Name

Certificate in Internal Audit Report Writing (CIARW)

Sector Name

Internationally Certified Training Programs

Document Type

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Course Introduction

High-quality internal audit reporting is essential for delivering audit value and ensuring that audit results lead to meaningful corrective actions. Even when audit work is technically strong, weak reporting can reduce its impact, create misunderstandings, and delay management responses. Effective audit reports must be clear, concise, evidence-based, and focused on risks, root causes, and actionable recommendations.

To strengthen this critical skill area, **BOOST** Consulting & Training has developed the Certificate in Internal Audit Report Writing (CIARW) program. This course is designed to enhance the report writing skills of internal audit professionals and improve the overall quality and impact of audit communication.

The program provides practical tools and structured techniques to plan, draft, review, and finalize professional internal audit reports in line with best practices and stakeholder expectations. Emphasis is placed on writing impactful findings, clearly communicating risk exposure, presenting root causes and consequences, and developing recommendations that support management decision-making.

Through practical exercises, examples, and writing workshops, participants will build the confidence and capability to produce clear, persuasive, and high-impact internal audit reports that drive action and add value.

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Target Audience

- ✓ Internal auditors and senior internal auditors
- ✓ Internal audit supervisors and team leaders
- ✓ Heads of internal audit and audit managers
- ✓ Risk and compliance professionals who prepare assurance reports
- ✓ Quality assurance reviewers within internal audit functions
- ✓ Professionals transitioning into internal audit roles

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Learning Objectives

- ✓ Understand the purpose, structure, and best practices of internal audit reporting
- ✓ Write clear and professional audit observations and findings supported by evidence
- ✓ Communicate risk impact and audit conclusions in a concise and meaningful way
- ✓ Develop strong root cause analysis narratives to support effective corrective actions
- ✓ Formulate practical recommendations and management action plans aligned with risks
- ✓ Prepare executive summaries tailored to senior management and audit committees
- ✓ Apply audit issue rating and reporting language consistently
- ✓ Improve audit report readability through clear formatting, logical flow, and professional tone
- ✓ Strengthen audit report quality through structured review techniques and QA checklists

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Course Outline

✓ DAY 01

Internal Audit Reporting Standards and Report Structure

- ✓ Purpose and value of internal audit reports
- ✓ Professional standards and reporting expectations
- ✓ Components of a high-quality audit report
- ✓ Structuring audit reports for clarity and impact
- ✓ Linking audit objectives, scope, and conclusions
- ✓ Common reporting weaknesses and how to avoid them

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Course Outline

✓ Day 02

Writing Audit Findings: Criteria, Condition, Cause, Effect, and Risk

- ✓ Elements of a well-written audit finding
- ✓ Defining criteria and describing conditions clearly
- ✓ Identifying and articulating causes
- ✓ Explaining effects and risk exposure
- ✓ Using evidence to support findings
- ✓ Writing concise and objective observations

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Course Outline

✓ Day 03

Root Cause Analysis, Recommendations, and Action Plans

- ✓ Importance of root cause analysis in audit reporting
- ✓ Techniques for identifying root causes
- ✓ Linking causes to practical recommendations
- ✓ Writing SMART and actionable recommendations
- ✓ Evaluating and documenting management action plans
- ✓ Ensuring alignment between risks, causes, and actions

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Course Outline

✓ Day 04

Executive Summaries, Issue Rating, and High-Impact Style

- ✓ Writing effective executive summaries for senior leaders
- ✓ Highlighting key risks and strategic implications
- ✓ Issue grading and risk rating methodologies
- ✓ Using clear, professional, and persuasive language
- ✓ Avoiding jargon, ambiguity, and overly technical wording
- ✓ Enhancing readability through formatting and visual structure

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Course Outline

✓ Day 05

Report Review, Quality Assurance, and Writing Workshop

- ✓ Internal review and quality assurance of audit reports
- ✓ Using report review checklists and quality criteria
- ✓ Peer review and supervisory review techniques
- ✓ Common review comments and how to address them
- ✓ Practical workshop: drafting and improving audit findings

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Sept. 7, 2026	Sept. 11, 2026	5 days	4250.00 \$	UAE , Abu Dhabi

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