

**NUEVO**

# REPORT WRITING - BEST PRACTICES

**INSCRIPCIÓN**

24 DE MAYO

HORAS CPE: 8

TARIFA\*: 760 € · SOCIO: 645 € · SOCIO CORPORATIVO: 530 €

NIVEL: MEDIO / AVANZADO

## OPEN AND IN-HOUSE

Despite all our efforts when auditing – it is essential that our efforts are clearly and effectively reported and presented in order to ensure they have an impact. This is an important, evolving area, with a number of innovative approaches being successfully used.

This course will allow participants to learn some of the science behind effective writing and effective presentation formats.

It will be presented in English but will also provide important messages for reports written in Spanish.

## WHAT WILL I LEARN?

- Recognize the importance of thinking before writing.
- Understand the needs of readers and writers.
- Understand the five components needed to effectively explain an issue and appropriate action.
- Recognize the importance of identifying cause and impact and benchmarking ways of reporting this against good practices
- Identify how to improve writing quality (focus on written English in this workshop)
- Identify how to develop observations that are accurate, objective, clear, concise, constructive, complete, and timely.

## COURSE PROGRAMME

### Learning Objectives

Introductions and sharing good practices and challenges

Having a clear report writing strategy

Key elements from audit findings – Criteria, Condition

Additional elements that demonstrate insight and added value – Cause and Consequence (Impact)

Writing effective Corrective Actions

How to assess the quality of report writing in an objective way – Readability, Conciseness, Tone, Objectivity, Sentence modifiers

Words to use and words to avoid.

## WHO SHOULD ATTEND?

Anyone with a responsibility for writing audit reports or setting reporting standards

## DIRECTOR

**James Paterson.**

Director. Risk & Assurance Insights Ltd.

Consultant and coach to Heads of Internal Audit and their teams.

## HORARIO

De 9,00 h. a 18,00 h.

## LUGAR DE CELEBRACIÓN

MADRID · Sede social del IAI (Santa Cruz de Marcenado, 33 - 1º).