

## Managing Internal Audit

### **Seminar Description**

Internal audit has an important role in an organization's risk management, control and governance processes. To fulfill that role it needs to have staff, policies, procedures and processes that are up-to-date and flexible to meet organizational needs. The ability to be responsive as the organization faces new challenges/risks makes managing a successful internal audit group difficult. Attending this seminar will provide you with additional ideas, approaches, tools, techniques and leading practices to improve your operations and better meet primary stakeholder expectations.

### **In this seminar, we will discuss the following important issues:**

- Role of internal audit in risk management, controls and governance processes
- Internal audit infrastructure
- Staffing and development
- Quality and improvement program

### **Learning Objectives**

- Identify and be able to implement key infrastructure policies, procedures and processes
- Develop a staff training and development plan
- Recognize and emphasize the importance control points/processes
- Better manage audit staff performance in relation to the audit projects/approved audit plan
- Understand the requirements of a Quality Assurance and Improvement Program

### **Who Should Attend:**

- Audit managers, directors and supervisors who want to learn more about managing an internal audit department
- New Chief Audit Executives (CAE) or current CAE's that want a refresher for managing internal audit

**Prerequisites:** At least five years' experience as an auditor with three years in a supervisory position.

**Level:** Intermediate/Advanced

**Field:** Business Management & Organization

**CPE Credits:** 8 (400 minutes)

**Delivery Method:** Live – Group

## Course Outline

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### Challenges in managing internal audit

#### Charter, Policies & Procedures

#### Risk Based Auditing

- Gathering input
- Audit universe
- Audit plan

#### Assurance vs. Consulting engagements

#### Relationships and Communication

#### Managing the audit team

- Planning, audit programs/fieldwork & reporting
- Key control points
- Productivity
- Tools & techniques
- Performance & adding value

#### Training & Development

#### Quality Assurance and Improvement Program

#### Group exercises will be used to reinforce the learning process:

- Challenges facing audit management
- Risk based auditing
- Managing staff performance in relation to the approved Internal Audit Plan
- Relationships & selling internal audit
- Staff training & development