

Effective Audit Briefings, Status Meetings, and Presentations

Course Number: 5804

Length: 3 Days

Primary Delivery Method: Instructor-led online (synchronous)

Alternative Delivery Methods: Instructor-led live classroom

Course Description

Learn to deliver effective audit briefings, status meetings, and presentations that support communication throughout the audit process, from entrance conferences and progress updates to exit conferences and requested presentations. In this course, you will build skills to organize audit information, tailor messages for different audiences, apply audit leadership principles, use briefing and presentation techniques, and communicate audit objectives, progress, findings, and recommendations clearly and confidently.

Intended Audience

This course is designed for auditors and audit professionals who want to build confidence and improve the quality and impact of their audit briefings, status meetings, and presentations. The course is appropriate for those who communicate audit objectives, progress, findings, recommendations, or other audit-related information to audit teams, agency leaders, auditees, or other stakeholders. It is also appropriate for those new to leading audit briefings and status meetings or those who need a refresher.

Course Learning Objectives

- Explain how the audit environment includes effective audit briefings, status meetings, and presentations
- Evaluate the effectiveness of audit briefings, status meetings, and presentations for various audit-related audiences
- Plan audit briefings and presentations using the PATS framework and other practical tools
- Develop a strong presence that supports credibility, clarity, and confidence when communicating audit information
- Create engaging audit briefings and presentations using visuals, data, and storytelling elements
- Create and deliver audit briefings, status meetings, and presentations for auditees and other stakeholders using proven practices

Course Schedule

DAY ONE	
MORNING	Module 1: Establishing a Foundation for Audit Communications
LUNCH	
AFTERNOON	Module 2: Evaluating Audit Communications

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DAY TWO

MORNING	Module 3: Planning for Audit Communications
LUNCH	
AFTERNOON	Module 4: Enhancing Audit Communication Performance

DAY THREE

MORNING	Module 5: Creating Engaging Audit Communications
LUNCH	
AFTERNOON	Module 6: Capstone: Delivering Effective Audit Communications
	Course evaluation

Learning Methods

Individual, small-group, and large-group exercises; lecture, discussion, case study, action planning

Credits

Prerequisites

There are no prerequisites for this course.

Pework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Follow-On Resources

- [Leadership Skills for Auditing Organizations](#)
- Critical and Creative Thinking for Transformational Auditing

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- [Keeping the Audit on Track: Critical Skills for Audit Managers](#)
- [Auditing Fundamentals in the Federal Government](#)
- [Audit Interviews: Skills for Success](#)
- [Key to Audit Success: Focus on Objectives](#)
- [Audit Boot Camp](#)
- [Preparing High-Impact Audit Reports](#)

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Ready to Enroll?

See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/5804>

