

# Audit Interviews: Skills for Success

**Course Number:** 5848

**Length:** 2 Days

**Primary Delivery Method:** Instructor-led live classroom

**Alternative Delivery Methods:** Instructor-led online (synchronous)

## Course Description

---

Learn about the purpose of audit interviews, appropriate interview preparation, building rapport with the interviewee, and accurate interview documentation. Through interactive exercises and application, you will practice conducting the interview using various techniques. This course has been updated in accordance with GAO's *Yellow Book* update which is effective for financial audits, attestation engagements, and performance audits.

## Intended Audience

---

This course is designed for the performance or financial auditor from federal, state, or local government, as well as private contractors who perform government audits. Most participants will be new auditors, but some experienced auditors wishing to brush up on their skills may also attend.

## Course Learning Objectives

---

- Describe the types of interviews that auditors conduct
- Apply Generally Accepted Government Auditing Standards (GAGAS) pertinent to the audit interview process
- Describe the importance of and interpret verbal and nonverbal cues from an auditee
- Apply effective verbal and nonverbal communication techniques, and active listening skills and responding skills during audit interviews
- Prepare for the audit interview and develop effective interview questions
- Describe techniques for building rapport with the interviewee
- Determine what should and should not be done during the audit interview process
- Conduct the interview in a clear, cohesive manner to answer specific questions related to the audit objectives
- Document an audit interview by incorporating best practices
- Critique your own interview skills

## Course Additional Features

---

- Producer Support
- Technical Support Team
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

# Audit Interviews: Skills for Success

## Course Schedule

DAY ONE	
MORNING	Lesson 1: Audit Interview Basics
	Lesson 2: Plan the Audit Interview
LUNCH	
AFTERNOON	Lesson 2: Plan the Audit Interview, continued

DAY TWO	
MORNING	Lesson 3: Conduct the Audit Interview
	Lesson 4: Prepare the Record of the Interview
LUNCH	
AFTERNOON	Lesson 5: Course Capstone
	Course Exam

## Learning Methods

Lecture, group discussion, class exercises, and exam.

## Credits

### National Association of State Boards of Accountancy (NASBA)

- Field of Study: Auditing (Governmental)
- Level: Basic
- CPEs: 16

### Professional Development Units (PDUs)

- Credits: 14

### Continuous Learning Points (CLPs)

- Credits: 16

# Audit Interviews: Skills for Success

## Management Concepts Certificate Program Relationship

---

This is an elective course in the following program(s):

- [FFMCP Auditing Master Track](#)
- [FFMCP Accounting Master Track](#)
- [FFMCP Financial Management Master Track](#)

## 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.

The final exam must be completed with a grade of 70% or higher.

## Follow-On Resources

---

- Any basic– or intermediate–level auditing course
- [Overview of GAO Requirements for Fraud Prevention, ERM, and Internal Control](#)

# Audit Interviews: Skills for Success

## Ready to Enroll?



See the most recent course information and scheduled classes at this link:  
<https://www.managementconcepts.com/course/id/5848>



DON'T MISS OUT  
**Management Concepts Blog**  
Weekly Intel for the Federal Workforce

**Subscribe**