

Frequently Asked Questions

Course Title: Audit Interviews: Skills for Success

Course #: 5848

Duration: 2 Days

Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

1. What business or organizational need does this course address?

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.

2. Who should attend?

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.

3. What will I learn how to do in this course?

- 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

4. What kinds of activities are included in this course?

Lecture, group discussion, class exercises, and exam.

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5. Are there prerequisites for this course?

There are no prerequisites for this course.

6. Do I have to complete any prework for the course?

There is no prework required for this course.

7. Is this course applicable toward a professional certification?

No, this course is not applicable toward a professional certification. However, many Management Concepts courses do prepare you for professional certification programs. Click [here](#) to see a full list of professional certification programs that are supported by Management Concepts training courses.

8. Does this course count for credit toward a Management Concepts Certificate Program?

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

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

9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 16

NASBA Field of Study: Auditing (Governmental)

NASBA Level: Basic

CEUs: 1.3

PDU: 14

CLPs: 16

10. What course(s) do you recommend after I complete this course?

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

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11. What are Additional Features?

Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).