Flyer-Outline of the One-day Workshop Titled
"Internal Audit Working Papers: A Simple Complexity"
8 CPEs

Why attend the "Internal Audit Working Papers: A Simple Complexity"?
This workshop targets professionals of all levels of experience in internal audit. It is an informative tour of the requirements and principles which govern the internal audit working papers.

Though simple, working papers often represent a challenge for auditors preparing them, for seniors reviewing them, and for managers enforcing adherence to standards.

This workshop enables attendees to sharpen existing knowledge and to align it with best practice.

What will I learn?
1. About this Workshop
2. The Audit Cycle
   a. Planning
   b. Performing
   c. Monitoring
   d. Communicating
   e. Quality Assurance
3. What do the Standards Say?
4. Working Papers: the House of Audit Concerns and Reports
   a. Elements
   b. The 5 Cs
   c. Communication
5. Reviewing Working Papers
   a. Why is it critical
   b. What to look for
6. Working Papers: a proof of Audit Supervision
   a. Control Responsibilities
   b. Monitoring Progress
   c. Dealing with Disagreements
7. Working Papers
   a. Format
   b. Content
   c. Types
   d. Criteria
   e. Forms
   f. Permanent File
   g. Current File
   h. Ownership
   i. Retention

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8. Working Papers: Shadowing the Audit Cycle
    a. Audit Planning
    b. Audit Programs
    c. Scheduling and Resources
    d. The Opening Meeting
    e. Management and Control
    f. Budget
    g. Prioritizing
    h. The Exit Conference
    i. Training and Development
    j. Appraising Staff Performance
    k. Quality Assurance: Internal and External Review
9. Automated Tools
    a. General Considerations
    b. Electronic Working Papers
    c. Data Analysis
10. Wrap-up

Workshop Features
1. Individual exercises
2. Group work
3. Round tables

Who should attend?
- Auditors
- Senior Auditors
- Auditors-in-charge
- Audit Supervisors
- Audit Managers
- Audit Directors
- Chief Audit Executives (CAEs)
- Professionals who need to make a complex issue simple