

Auditing

Auditing is an important tool in helping to establish measure, maintain and improve an organization's performance. Audits compare your organization's performance against established standards. The course will help participants understand the key concepts and definitions underlying the modern practice of internal auditing, give an overview of internal audit methodology and techniques, including behavioral and communication skills. The course will also help participants learn to audit an organization's performance against its own internal standards, as well as against local regulatory demands and industry benchmarks.

Course Outline

- Introduction To Auditing
- The Audit Process
- The Audit Team
- Planning the Audit
- Performing an Audit
- Delivering the Results

Who Should Attend

Middle to high level staff such as:

- Quality directors & managers
- Consultants
- Management representatives

Course Duration

The standard duration of this course is 12 contact hours.

Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Define what types of audit are available.
- Set up an audit schedule
- Form an audit team.
- Perform a basic audit.
- Create and manage relevant documentation for the basic audit.
- Understand the audit process in terms of the main activities and pitfalls.
- Identify where audit activity might bring value in the organization.
- Use the information presented to explain the audit process to colleagues and gain their commitment to participate in any future audit activity.

Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions
- Case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

For more information please feel free to contact:

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