COURSE SYLLABUS

Skills for Leading and Managing Audit Projects Course (Self-Paced)

Develop leadership and management skills to effectively guide audit teams, manage projects, and deliver quality results on time and within budget.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/skills-for-leading-and-managing-audit-projects-course-self-paced



support@graduateschool.edu •
(888) 744-4723

Course Outline

Module 1: Overview of Audit Mandates and Responsibilities

- Overall Purpose of Performance Audits
- Peter Drucker's Definitions
- What is Integrity?
- Responsibilities of Auditors and Audit Organizations
- Key Legislative Audit Mandates
- The Universal Functions of Management
- Distinction Between Control and Controls
- OMB Definition of Management's Responsibility for Enterprise Risk Management and Internal Control
- Customers and Stakeholders

Module 2: Your Responsibilities and Challenges as a Senior Supervisor

- Role of Senior Supervisor Defined
- Supervising Audit Teams: Your Role, Attitudes, and Skills
- Your New Role
- Your New Attitudes
- Your New Skills

Module 3: Senior Supervisor's Role in the Proposal and Survey Phases

- Proposal Phase
- Survey Phase
- Go, No Go Decision
- Suggested Strategy for Detailed Audit

Module 4: Senior Supervisor's Role in the Planning Phase

- Defining the Audit Objectives
- Setting Milestones
- Determining Staff Needs for Field Work and Reporting
- Documenting the Audit Plan

Module 5: Senior Supervisor's Role in the Field Work Phase

- Conducting the Field Work
- Your Field Work Audit Responsibilities
- Performance Appraisal Tips

Module 6: Senior Supervisor's Role in the Reporting Phase

- Key Tasks in the Reporting Phase
- Using a Report Conference to Reach Agreements
- Processes for Preparing the Audit Report
- Preparing the Draft Audit Report
- Reviewing the Completed Report Draft for Quality

Module 7: Senior Supervisor's Communication Responsibilities

- Communication is Critical
- Listening Skills
- Nonverbal Communications
- Communications with Customers and Auditees
- Communications with the Media

Module 8: Time Management

- Time – An Irretrievable Asset
- Time Management Tools
- Just Where Should You Spend Your Time?

Module 9: Becoming a Stronger Leader

- Leadership and Management Tenets
- Delegation – The Secret to Leadership
- The Test of a Leader
- Common Sense