


Internal Audit Principles

Objectives	<p>By the end of the two days, participants will be able to:</p> <ol style="list-style-type: none"> 1. Structure an audit program. 2. Plan an internal audit and prepare auditor checklists. 3. Establish and follow audit trails to establish compliance. 4. Raise value adding non-conformances / corrective actions. 5. Report audit findings. 6. Conduct audit follow ups. 	
Agenda	<p style="text-align: center;">Day 1</p> <p>Introduction to auditing What is an audit? Benefits of internal audits ISO standards & internal audits Structuring a program Auditor responsibilities Preparing an audit checklist</p>	<p style="text-align: center;">Day 2</p> <p>Review of audit checklists Audit psychology Audit performance Audit findings Non-compliances Corrective actions Audit summary</p>
Practical Exercises	<p>A number of case studies will be showcased during the 2 days to explore in detail, a number of techniques introduced and discussed in the workshop.</p> <p>A homework exercise will be required to be completed for discussion at the start of Day 2.</p>	
Learning Materials	<p>Presentation Slides Workshop Notes Practical Tailored Exercises Mentoring / Coaching Sessions</p>	
Certification	<p>A Certificate of Completion will be issued to all participants that complete the 2 day program supporting CPD and any HR requirements.</p>	
Support	<p>2 X 20 mins coaching / mentoring sessions¹ per participant</p>	
Duration	<p>2 days running between 8:30 AM to 4:30 PM with breaks for morning & afternoon tea and lunch</p>	
Participants	<p>Number of participants per course: 10</p>	
Cost	<p>For costs please email contact@veritas-asiapacific.com</p>	

¹ Coaching / Mentoring sessions will be supported via TEAMS environment. Sessions are not transferable between participants and must be scheduled and completed within 4 weeks of attending the program .