

AUDITING AND GOVERNANCE RISK AND COMPLIANCE | COURSE BROCHURE

Audit Interviewing Techniques

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Interviews are one of the main sources of audit evidence and insight. This course develops audit interviewing skills: planning interviews, building rapport, questioning techniques, active listening, handling evasive or defensive interviewees, documenting interviews and conducting walkthroughs and closing meetings.

Good interviews reveal what documents do not. You will learn to gather reliable information while maintaining relationships.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Interview practice with role plays, observation and feedback, case scenarios and documentation exercises.

Course objectives

By the end of this course, participants will be able to:
• Plan interviews with clear objectives
• Build rapport and trust
• Use effective questioning techniques
• Listen actively and probe responses
• Handle difficult interview situations
• Document interviews accurately

Target audience

This course is suitable for:
• Internal and external auditors
• Compliance reviewers
• Quality auditors
• Investigators
• Audit managers



Course content

Target competencies

Participants will develop competencies in:

- Interview planning
- Questioning
- Active listening
- Handling resistance
- Documentation

Course outline

Day 1: Interviews in Audit

09:00–10:08	Purpose and types
10:08–11:00	Evidence value
11:00–11:30	**Coffee break**
11:30–11:45	Evidence value (continued)
11:45–12:53	Ethics
12:53–14:00	Exercise

Day 2: Planning

09:00–10:08	Objectives
10:08–11:00	Preparing questions
11:00–11:30	**Coffee break**
11:30–11:45	Preparing questions (continued)
11:45–12:53	Logistics
12:53–14:00	Workshop

Day 3: Questioning

09:00–10:08	Open and probing questions
10:08–11:00	Funnel technique
11:00–11:30	**Coffee break**



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11:30–11:45	Funnel technique (continued)
11:45–12:53	Listening
12:53–14:00	Practice

Day 4: Difficult Situations

09:00–10:08	Defensive interviewees
10:08–11:00	Evasion
11:00–11:30	**Coffee break**
11:30–11:45	Evasion (continued)
11:45–12:53	Emotions
12:53–14:00	Role plays

Day 5: Documentation

09:00–10:08	Interview notes
10:08–11:00	Walkthroughs
11:00–11:30	**Coffee break**
11:30–11:45	Walkthroughs (continued)
11:45–12:53	Closing meetings
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Vienna Confirmed dates	23 Nov 2026	27 Nov 2026	**€2,940.–**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**€1,250.–**
Frankfurt Confirmed dates	14 Dec 2026	18 Dec 2026	**€2,650.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,250.–**
Dubai Confirmed dates	18 Jan 2027	22 Jan 2027	**€3,150.–**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**€1,250.–**
Cape Town Confirmed dates	1 Feb 2027	5 Feb 2027	**€1,890.–**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**€1,250.–**
Barcelona Confirmed dates	22 Feb 2027	26 Feb 2027	**€2,840.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**€1,250.–**
Cape Town Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,890.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,250.–**
Vienna Confirmed dates	5 Apr 2027	9 Apr 2027	**€2,940.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**€1,250.–**
Kuala Lumpur Confirmed dates	26 Apr 2027	30 Apr 2027	**€1,450.–**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**€1,250.–**
Rome Confirmed dates	10 May 2027	14 May 2027	**€2,450.–**
Online Confirmed dates	10 May 2027	14 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Paris Confirmed dates	31 May 2027	4 Jun 2027	**€2,860.-**
Online Confirmed dates	31 May 2027	4 Jun 2027	**€1,250.-**
Rome Confirmed dates	21 Jun 2027	25 Jun 2027	**€2,450.-**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**€1,250.-**
Dubai Confirmed dates	12 Jul 2027	16 Jul 2027	**€3,150.-**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**€1,250.-**
Istanbul Confirmed dates	2 Aug 2027	6 Aug 2027	**€2,650.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**€1,250.-**
London Confirmed dates	16 Aug 2027	20 Aug 2027	**€2,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**€1,250.-**
Amsterdam Confirmed dates	6 Sept 2027	10 Sept 2027	**€2,540.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**€1,250.-**
London Confirmed dates	27 Sept 2027	1 Oct 2027	**€2,450.-**
Online Confirmed dates	27 Sept 2027	1 Oct 2027	**€1,250.-**
Cape Town Confirmed dates	18 Oct 2027	22 Oct 2027	**€1,890.-**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**€1,250.-**
Rome Confirmed dates	8 Nov 2027	12 Nov 2027	**€2,450.-**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Barcelona Confirmed dates	22 Nov 2027	26 Nov 2027	**€2,840.-**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**€1,250.-**
Dubai Confirmed dates	13 Dec 2027	17 Dec 2027	**€3,150.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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