

AUDITING AND GOVERNANCE RISK AND COMPLIANCE | COURSE BROCHURE

Audit Report Writing and Communication

5 days | Classroom training | English

SMART HORIZON

info@smart-horizon.eu
Amsterdam
The Netherlands

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Course content

Why attend

An audit is only as useful as its report. This course teaches auditors to write clear, persuasive audit reports: structuring findings with condition, criteria, cause and effect, risk ratings, practical recommendations, executive summaries, management responses and presenting results to management and audit committees.

Reports that are long, technical or negative get ignored. You will learn to write reports that drive action.

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

Finding-writing workshops, report rewrites, peer review and presentation practice.

Course objectives

By the end of this course, participants will be able to:
• Structure audit findings logically
• Write condition, criteria, cause and effect clearly
• Rate findings consistently
• Write practical, risk-based recommendations
• Prepare concise executive summaries
• Communicate results in closing meetings and committees

Target audience

This course is suitable for:
• Internal auditors at all levels
• Audit managers
• Compliance reviewers
• Quality auditors
• External auditors



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Target competencies

Participants will develop competencies in:

- Finding structure
- Clear writing
- Risk rating
- Recommendation design
- Presentation

Course outline

Day 1: Purpose of Reports

09:00–10:08	Audience needs
10:08–11:00	Report structure
11:00–11:30	**Coffee break**
11:30–11:45	Report structure (continued)
11:45–12:53	Common weaknesses
12:53–14:00	Exercise

Day 2: Findings

09:00–10:08	Condition, criteria, cause, effect
10:08–11:00	Evidence
11:00–11:30	**Coffee break**
11:30–11:45	Evidence (continued)
11:45–12:53	Root causes
12:53–14:00	Writing workshop

Day 3: Ratings and Recommendations

09:00–10:08	Rating scales
10:08–11:00	Practical recommendations
11:00–11:30	**Coffee break**



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11:30–11:45	Practical recommendations (continued)
11:45–12:53	Management actions
12:53–14:00	Exercise

Day 4: Executive Summaries

09:00–10:08	Key messages
10:08–11:00	Conciseness
11:00–11:30	**Coffee break**
11:30–11:45	Conciseness (continued)
11:45–12:53	Visuals
12:53–14:00	Rewrite exercise

Day 5: Communicating

09:00–10:08	Closing meetings
10:08–11:00	Difficult conversations
11:00–11:30	**Coffee break**
11:30–11:45	Difficult conversations (continued)
11:45–12:53	Committee presentations
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)
Barcelona Confirmed dates	9 Nov 2026	13 Nov 2026	**€2,840.–**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**€1,250.–**
Istanbul Confirmed dates	30 Nov 2026	4 Dec 2026	**€2,650.–**
Online Confirmed dates	30 Nov 2026	4 Dec 2026	**€1,250.–**
Barcelona Confirmed dates	14 Dec 2026	18 Dec 2026	**€2,840.–**
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.–**
Frankfurt Confirmed dates	8 Feb 2027	12 Feb 2027	**€2,650.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**€1,250.–**
Cape Town Confirmed dates	1 Mar 2027	5 Mar 2027	**€1,890.–**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**€1,250.–**
Rome Confirmed dates	22 Mar 2027	26 Mar 2027	**€2,450.–**
Online Confirmed dates	22 Mar 2027	26 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.–**
London Confirmed dates	26 Apr 2027	30 Apr 2027	**€2,450.–**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Cape Town Confirmed dates	17 May 2027	21 May 2027	**€1,890.–**
Online Confirmed dates	17 May 2027	21 May 2027	**€1,250.–**
London Confirmed dates	7 Jun 2027	11 Jun 2027	**€2,450.–**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**€1,250.–**
Cape Town Confirmed dates	28 Jun 2027	2 Jul 2027	**€1,890.–**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**€1,250.–**
Vienna Confirmed dates	12 Jul 2027	16 Jul 2027	**€2,940.–**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**€1,250.–**
Rome Confirmed dates	2 Aug 2027	6 Aug 2027	**€2,450.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**€1,250.-**
Paris Confirmed dates	23 Aug 2027	27 Aug 2027	**€2,860.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	13 Sept 2027	17 Sept 2027	**€1,450.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**€1,250.-**
Rome Confirmed dates	4 Oct 2027	8 Oct 2027	**€2,450.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**€1,250.-**
Dubai Confirmed dates	18 Oct 2027	22 Oct 2027	**€3,150.-**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Amsterdam Confirmed dates	8 Nov 2027	12 Nov 2027	**€2,540.-**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**€1,250.-**
Dubai Confirmed dates	29 Nov 2027	3 Dec 2027	**€3,150.-**
Online Confirmed dates	29 Nov 2027	3 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

info@smart-horizon.eu
Amsterdam
The Netherlands

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