

# Effective Auditing Tools and Techniques for Internal Auditors

Holiday Inn, Suva, Fiji Islands



## Date & Time

**4 Days Workshop**  
**March 26<sup>th</sup> -29<sup>th</sup> , 2018**

## Goals / Benefits

### Create learning that lasts at five levels

- **Business:** Aligned and committed to achieve our IA goals for 2018
- **Organization:** Clarity on how we will engage each of our organizations to further develop our confidence and competence in Internal Auditing
- **Team:** 1. Aligned our norms, Offers & Expectations .2. Addressed key issues / barriers that prevent us from working more effectively as a high performance IA team. 3. A better appreciation for the strengths of our own team's diversity
- **Professional:** 1. Learned the stages of internal auditing, so we are more confident and competent using the tools & techniques to improve our Quality and Audit results in 2018. 2. Identified and addressed our confidence and competency gaps.
- **Personal:** 1. A better appreciation for who is on our team. 2. Created a sense of collective ownership for the success of internal auditing tools & techniques and adding value to business. 3. A feeling that together we will make our work and roles more successful. 4. Had fun

## Why is this program helpful for internal auditors?

It is common to find many internal auditors wanting to learn and deliver their best audit results. The biggest challenge is that there is often no “coach” or help within the department or there is just no time and adequate resources to help the Auditor get a solid foundation in internal auditing.

This workshop aims to help Internal Auditors to develop confidence and practice key skills, competencies, new behaviors and team development concepts and tools in Effective auditing tools and techniques: Ensuring Internal Audit's Value.



**We have used a 30 years old proven and unique learning methodology called ARL® (Action Reflection Learning) to produce significant transformation (behaviours) and innovation (business processes)**

To begin a career in Internal Auditing, the Auditor needs to start his/her learning journey building confidence and competencies to succeed. The Auditor needs to acquire relevant knowledge and develop key auditing skills that will help in performing his/her role effectively.

Developing a strong foundation in Internal Auditing requires a learning journey. We have used a 30 years old proven and unique learning methodology called ARL® (Action Reflection Learning) to produce significant transformation (behaviours) and innovation (business processes) in internal auditing.

## What is this ARL® Framework?

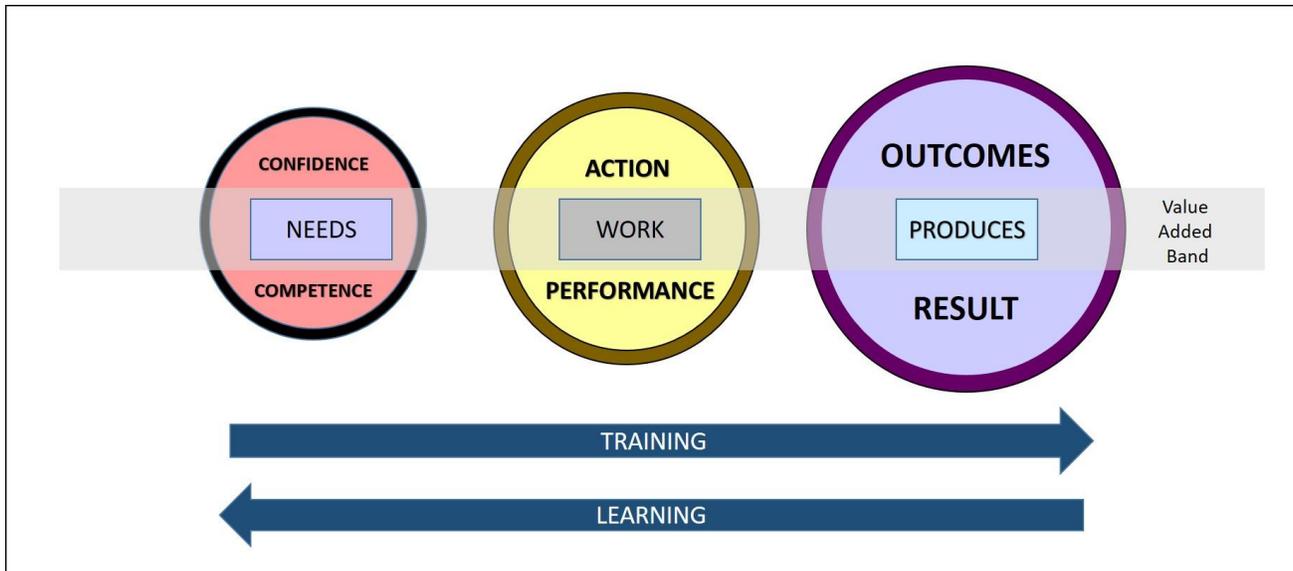
We use several ARL® tools, concepts and principles to deliver real learning and results in internal auditing. This program is developed and delivered in our 4 day learning experience in the following 3 steps;

**Step 1:** We begin by running a quick survey will gather inputs into the design which has to be relevant to the needs of the participants.

**Step 2:** We deliver the program face to face over 4 days at a selected venue. All participants will find this learning program very engaging and productive as we address real issues and challenges and solutions in the internal auditing roles. The classroom outputs are captured for future learning. At the end, the participants leave with their action plans to execute over next 90 days and receive the ADM (as delivered manual)

**Step 3:** Learning support continues through online and offline support from the learning coach from the end of stage 2 till stage 4.

## How is this Learning Program approach different?



### What will be delivered in this learning program?

We address the knowledge and skill needs over the stages in internal auditing.

#### Basics: General knowledge and clarity around IA Roles & responsibilities

- Definition and Alignment with IA vision , mission and strategy
- Annual audit plan – planning and delivery
- Roles & responsibilities of Internal auditors –core services & value added opportunities
- IIA standards, IPPF, COSO framework, Code of ethics and others
- Stakeholder engagement & challenges
- Quality Assurance in IA
- Types of IA engagements
- Lines of defence model

#### Stage 1: Scoping & planning the audit assignment

- Understanding control environment
- Identifying relevant Risks - assessment & management
- Data Analytics
- Develop audit strategy
- Risk based IA
- 7 steps Audit Methodology and process timelines
- Fraud risk assessment
- Audit Programs
- Data requests
- Assignment hand off

## Stage 2: Fieldwork

- Opening Meetings
- Designing questions
- Testing
- Interviewing
- Work Papers standards & evidence
- Interim Audit Issues & Recommendations
- Rating Audit Issues
- Closing Meeting

## Stage 3: Reporting

- Reporting process flows
- Final audit issues & recommendations - templates
- Co-designing practical recommendations
- Selling sensitive audit findings/ results
- Management responses
- Final audit reports

## Stage 4: Monitoring and follow up

- Follow up for audit reports
- Closing audit issues
- Handling challenges in closing audit issues

## Stage 5: Quality assurance and Improvement program

- 6 areas for Customer feedback
- Auditor Evaluations/ Feedback/ Learning Partners
- Continuous improvement of IA processes
- QA over entire IA activity
- Teamwork for high performance IA teams
- Automation and efficiencies
- Problem solving and innovation in IA

# IA Learning Coach

This program is custom designed and delivered by Gurbakhish (GB) an experienced internal auditor with 43 years' work experience which includes 25 years in Governance, Risk and Internal audit.



## Gurbakhish, GB

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Australia & Malaysia

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Chartered Institute of  
Management Accountants

Completed Professional  
Examination – 1987  
Fellow Member – 1994



Certified Internal Auditor<sup>®</sup> CIA<sup>®</sup> - 2003  
Accreditation in Internal Quality  
Assessment / Validation – Oct 2003



Certified Instructor in QES - 1992



Certified Action Reflection Learning<sup>®</sup>  
Coach - 2007



**Working Experience**  
(43 years)

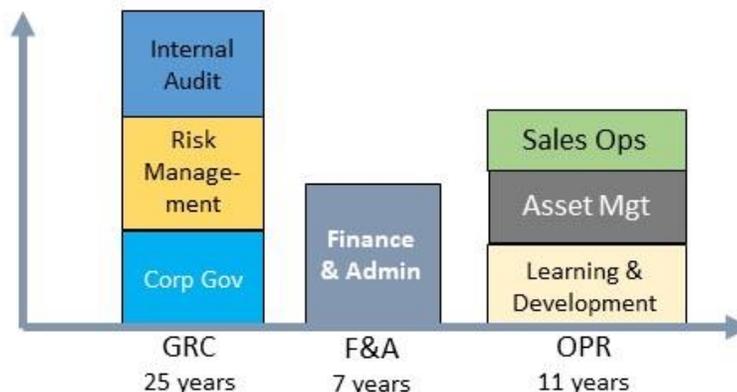


### AWARD

Institute Plaque from CIMA  
London in March 2009 for long  
service as council member, CIMA  
Malaysia Division.



### Specialization Area (Experience)



## Target Audience

- Internal auditors, with basic experience in internal auditing
- Non-auditors responsible for business-controls, compliance, and quality-audit activities

## Fees

Member's Pricing (FJD): 800

Non Member's pricing (FJD): 1,000

(Early Bird Fee: 10% discount for registration with full payment received by 9<sup>th</sup> March 2018)

Registration closes: 21<sup>st</sup> March 2018

Cpd Points: 24