

Improving Your Internal Auditing Skills

Course Description

An integral part of a successful management system is an effective audit program that includes trained and competent auditors. But what makes a trained and competent auditor and what key competencies, or skills should be evaluated during training? At a minimum, we should ensure that auditors possess sufficient auditing skills, both hard and soft skills, and abilities that allow the auditor to collect, verify and record sufficient objective evidence to support the audit findings. The hard skills or technical skills, acquired and developed through training and education, typically come easier to most auditors. However, the soft skills or interpersonal skills, are often not fully considered or developed during auditor training. Both hard and soft skills are essential for a successful and reliable audit.

This course will focus on the competencies and auditing skills that are essential for managers to consider when developing their internal audit program and teams, and when training their internal auditors. During this course, auditing skills will be defined and an overview of the various types of auditing skills, both hard and soft skills, will be provided. Additionally, we will discuss how these auditing skills are integral to the audit methods that are used for collecting, verifying, and recording objective evidence. Participants will have the opportunity to develop and/or enhance their auditing skills using numerous hands-on practical exercises.

Learning Objectives

- Gain information regarding auditing skills by defining and discussing both hard and soft-skills, and how these skills are integral to auditing methods
- Develop and/or enhance auditing skills using various audit methods and hands-on practical exercises
- Learn how audit sampling can improve overall auditing practices

Who should attend:

This course is perfect for laboratory managers, technical staff or any individuals managing an audit program or conducting audits that are interested in learning about and improving on their internal auditing skills.