

CAM

CERTIFIED AUDIT MANAGER

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Membership from
High Authority Council
for Chartered Accountants

HACCA

المعهد العربي للحاسبين والقانونيين

ARAB INSTITUTE FOR ACCOUNTANTS & LEGAL



Course Outline:

The Internal Audit Department's Structure

- Identify the structure of the internal audit department and the positions that make up a typical audit staff.
- Identify the professional Standards that address staffing and managing the internal audit function.
- Identify the key information that should be included in an organization's mission statement & audit charter.
- Identify factors that impact how internal audit resources are implemented.
- Identify the elements of a typical audit cycle.

Setting the Tone

- Identify the roles and responsibilities; knowledge, skills, and abilities (KSA); and other factors that guide the vision
- Recognize the role of internal auditing within an organization.
- Recognize career options for internal auditors.

Building Rapport

- Identify ways to establish clear and effective communication and practice building rapport.
- Identify tools and techniques to motivate people
- Motivate people using incentives and by understanding the hierarchy of needs.
- Identify styles of management

Managing the Audit

- Identify key elements of audit workpapers and ways to manage them.
- Identify and practice methods for managing time, organizing, and prioritizing during an audit.

The Reporting Process

- Identify ways internal auditors can provide value-added results to their organization.
- Identify audit report considerations and methodologies that add value for audit clients.
- Recognize details that the audit committee should be cognizant of.
- Identify legislation surrounding internal control.

Innovative Problem Solving

- Define innovation, innovation process, and innovative thinking.
- Identify the steps in the innovative problem solving process.

Marketing the Audit Function

- Identify ways to market the audit function by promoting the profession and communicating with the audit committee.



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