Effectively Leading and Managing Audits
(12 hours)

Course Overview

Effectively leading audits can be challenging and requires a wide range of both technical and interpersonal skills. This 12-hour highly interactive course is designed to provide useful information, tools, and insights on the full range of skills needed to effectively lead and manage high performing audit teams. Through lecture, video, hands-on group activities, and class discussion, this course will cover guiding audit planning, supervising audit work, developing and motivating staff, providing effective feedback, reviewing reports, and promoting a positive team culture. The participant manual and multiple hand-outs on relevant topics will continue to serve as resources after class completion. References to relevant Generally Accepted Government Auditing Standards (GAGAS) are included.

CPEs: 12

Who Should Attend

This course is designed to help federal, state, or local government auditors better understand methods for motivating and achieving high performing teams. The concepts discussed and resource materials provided can be used by all members of the audit team, including aspiring and seasoned team leaders. While most of the material is targeted to help current or aspiring auditors-in-charge work more effectively with their teams, the material can also be a helpful refresher for seasoned managers or those who want to better understand their teams.

Course Objectives

Participants will be better able to
- Identify and apply project management tools and strategies
- Lead, develop, and motivate staff
- Understand and apply effective methods to give and receive feedback
- Manage message development and report preparation
- Utilize methods to develop a positive team culture

Course Topics

Auditor-in-Charge Roles and Responsibilities
- Roles and responsibilities
- Skills needed to be an effective Auditor-in-Charge

Developing the Audit Project Plan
- Project design tools
- Project planning: 5-step approach
- Facilitating team meetings
- Time management skills

Supervision of Audit Documentation
- GAGAS requirements
- Managing and reviewing audit documentation

Coaching, Developing and Motivating Staff
- Leadership principles
- Coaching and developing staff, characteristics of effective coaches
- Motivation strategies
- Effective feedback, communication, and listening

Managing Message Development and Writing
- Tools and techniques for guiding audit teams in developing the message
- Guiding the audit team during report writing
- Techniques for effective report review and revision

Building High Performance Teams
- Creating a positive team climate
- Managing relationships with team members, stakeholders, and managers