

# CIPFA Better Governance Forum

## Internal Auditor Skills Workshop

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Webinar

(Mornings only)

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### Purpose

Drawing on CIPFA's guidance the excellent internal auditor, A good practice guide to Skills and Competences, this programme will provide guidance for new and existing internal auditors in the first few years of their career. It will offer attendees the opportunity to complete the skills matrix in line with this guidance to identify further areas of development which will be covered within day two. This workshop will be full of discussions about real issues and risks.

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### Programme day one:

09.50 – 10.00	<b>Join the workshop / course</b>
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10.00 – 10.10	<b>Introductions and course outline</b>
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10.10 – 10.30	<b>What is internal audit</b>
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This session will outline the purpose of internal audit, looking at definitions and core principles.

10.30 – 11.10	<b>Your competences – roles and responsibilities</b>
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This session will outline the key competences of IA in line with the excellent auditor skill matrix.

11.10 – 11.20	<b>Break</b>
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11.20 – 11.50	<b>Where you fit into the complete audit process</b>
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This session will look to identify the complete audit process and determine whether you sit within this. We will also discuss adding value to the audit process.

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11:50 – 12:20

**Audit reporting**

This session will run through the audit reporting process,

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12:20 – 12.30

**Discussion and questions**

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**Homework - Following on from this you will have a competences skills matrix to take away to carry out prior to day two. Follow up points on this will be carried out on day two, but if you need any help / advice please follow up with the trainer.**

**Programme day two:**

9.45-10.00

**Join the webinar/ course**

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10.00 – 10.10

**Recap from day one**

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10.10 – 10:40

**Risk – How we identify risk and how we subsequently control them**

This session will look at the different categories of risk and how we respond to them.

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10.40- 11.00

**Testing of controls**

Considering the risks identified in the first session we will move on to look at the different tests we can carry out to determine whether controls are operating as expected.

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11.00 – 11.10

**Break**

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11.10 – 11.50

**Key risks for 2025**

In this session we will look at the top three risks identified for 2023 and work through an example as a group.

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11.50 – 12.20

**Discuss outcomes of skills matrix homework & breakout session**

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**12.20 – 12.30**

**Discussion and questions**

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