KOENIG SOLUTIONS · COURSE OUTLINE

Audit Skills: Data Analysis, Pareto & Reporting

Learn to apply analytical, quantitative and data integrity techniques to plan audits, gather evidence and report findings.

5 Days	5	36
DURATION	MODULES	TOPICS

COURSE OVERVIEW

This course covers the analytical skills auditors need, including organising and evaluating data, critical thinking and qualitative analysis. It then addresses quantitative analysis, covering continuous and discrete variables, charts, mean, standard deviation, normal distribution, patterns and correlation versus causation. Data integrity topics follow, including data cleansing, common versus special causes, control charts, Pareto analysis and indices, before moving into auditing skills such as auditor responsibilities, planning, documentation, questioning and evidence collection. The course concludes with reporting, covering identifying improvement opportunities, documenting findings, preparing conclusions, using graphs and charts, presenting results and follow-up.

WHO THIS COURSE IS FOR

Auditors | **Quality Auditors** | **Internal Auditors** | **Audit Team Leaders** | **Quality Analysts**

LEARNING OBJECTIVES

- Explain the steps in the analytical process
- Apply qualitative and quantitative analysis to audit data
- Interpret charts, graphs, mean and standard deviation
- Distinguish correlation from causation in data patterns
- Identify common versus special causes using control charts
- Apply Pareto analysis to prioritise audit issues
- Plan and prepare audit documentation and questioning approaches
- Present audit findings, conclusions and follow-up actions

COURSE SYLLABUS

5 Modules, 36 Topics

DAY 1 Analytical Skills

01

TOPICS

- Steps in the Analytical Process
- Organising and Collecting Data
- Evaluating Data and Addressing Information Gaps
- Communication
- Creativity
- Critical Thinking
- Research
- Qualitative Analysis

DAY 2 Quantitative Analysis

02

TOPICS

Continuous Variables · Charts and Graphs · Mean · Standard Deviation · Normal Distribution · Discrete Variables · Patterns and Seasonality · Correlation vs. Causation

DAY 3 Data Integrity

03

TOPICS

Data Cleansing - duplicates · Data Cleansing - outliers · Common vs. Special Causes · Control Chart · Pareto Analysis · Indices

DAY 4 Auditing Skills

04

TOPICS

- The Responsibilities of an Auditor
- Attributes of Effective Auditors
- Planning & Preparation
- Developing Audit Documentation
- Conducting an Audit
- Effective Questioning
- Collection and Analysis of Objective Evidence
- Maintaining Independence

DAY 5 **Reporting**

05

TOPICS

Identifying Improvement Opportunities · Developing and Documenting Audit Findings · Discussing and Preparing Audit Conclusions · Using Graphs and Charts as Appropriate · Presenting Findings and Conclusions · Follow-up

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training | Live Online Classes (ILO) | Fly-Me-A-Trainer (FMAT) | Flexi (Self-Paced) | 1-on-1 Training

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