

## Seminar: Report Writing: Developments & Trends

### Objectives:

Impart an understanding of the principles of good internal audit reporting, and recent relevant trends and developments and encourage a fresh new bolder more effective approach to it.

### Summary:

Re-examine best practices and principles of old traditional reporting; present new, useful, practical ideas in modern reporting; and review in detail all major aspects and phases of the reporting process

### Sections:

- Intro
- Nature of Internal Auditing
- Language briefly
- Communicating briefly
- Reporting in general
- Internal Audit Reporting in particular
  - including:
    - Place of Reporting in Internal Auditing
    - Assurance: meaning, value,
    - Internal Audit v External Audit (Reporting)
  - IIA Standards- Reporting standards:
    - Current (2016/17)
    - Proposed (2023)
  - Content
    - including:
      - 5+ Cs
      - Negatives v Positives
      - What to Say / Not to Say
    - Form/Format/Structure/Layout
      - including:
        - Oral v Written
        - Relationship/Correspondence of Objectives & Report
        - Telling v Showing
        - Executive Summary
      - Distribution
      - Production Process
      - Traditional Report
      - Modern/Future Report
      - Reporting Debate
      - Other Trends & Developments
      - Other

## Instructor:

Mr. **Joseph Kassapis (CIA, CRMA, CPA)** is the owner of FS ForeSureance Services Ltd, a company providing a comprehensive set of services in the wider finance/accounting/assurance/investigation field, including forensic. He has been professionally involved in teaching, training and consulting since 2001. He is a reputable technical expert – practitioner, trainer, consultant and author - in the wider field of Finance and Assurance, including Forensic and Compliance, with a focus in the last 10 years on Internal Auditing, Control, Risk Management, Fraud and Compliance. He also specializes in Multiple Choice Questions (MCQ) based professional examinations with strong emphasis, among others, on CIA (and to a lesser extent CFE) since 2010.

Specifically, for the **Certified Internal Auditor (CIA)** professional qualification, he is a well-known CIA instructor, with thousands of teaching hours in Cyprus and abroad. He uses a totally unique methodology, based on the most fundamental underlying principles, making the most of (as well as enhancing) 4 major resources – Common Sense, Language, General Business Knowledge and Structured Thinking – in the most conceptual and practically applicable way; empowering participants with core skills enabling them to pass the CIA examination with the minimum possible effort. He has delivered in-house and open seminars internationally on IIA's standards & other internal audit topics, which included Internal Auditor Reports (emphasis in the Public Sector), Internal Audit of Loan Restructuring, Accounting for Internal Auditors, Internal Audit against Fraud in the Public Sector, and Risk Management for Internal Auditors.