

Auditing Skills

2 Day Workshop

Workshop Description

2-Day Auditing Skills Workshop helps businesses meet objectives across quality, environmental, health and safety and information security management systems. Delegates will learn to identify opportunities for improvement and manage the entire audit process. Improve communications and reporting techniques and vary auditing techniques as appropriate.

Workshop Outline: [~2 Hours per Major Topic]

1. **Audit Types** - Internal & External
2. **Process:** Pre-Audit Activities - Audit History - Audit Scope - Audit Process Flow
3. **Audit Team:** Forming - Storming - Norming - Performing; Lead Auditor & Audit Team Guides
4. **Audit Planning:** Plan - Schedule - Documentation - Constraints
5. **Audit Checklists & Constraints**
6. **Performing:** Opening Audits - Managing Activities - Gathering Evidences - Attitude Management
7. **Questioning & Note Taking Skills For Auditors**
8. **Delivering Audit Results:** Terminology - Recording & Compliance / Non-Compliance Reporting - Closing Meeting; Corrective Actions & Follow-Up Skills

Workshop Methodology:

Practical Experience to deliver a mix of learning methods – Case Study & Activity Based Directed Learning Approach.

SIEGER TRAINING CONSULTANTS (P) LIMITED

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Workshop Benefits

- Ensure all management systems are audited and compliant
- Achieve continual improvement through regular auditing
- Benefit from advanced auditing capability within business
- Achieve and maintain certification across management systems
- Encourage professional development and employee retention

Other Details:

- Payment to be made within 15 days from the date of the invoice.
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training Consultants Pvt. Ltd. Sieger will charge on INR basis only.
- Overseas clients will have to take care of all the training materials directly as briefed by Sieger Training. However, Sieger can procure some (which can be transited) not all, on behalf of the client but any additional charges for custom clearance has to be taken care by client only.
- Facilitators Travel & Food have to be taken care by the client
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- Cancellation of confirmed programmes shall be intimated one week in advance else 50% of the total charges shall be applicable.
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