Detailed Audit Training Agenda

Date: [Insert Date]

Location: [Insert Location]

Duration: [Insert Duration]

Agenda

Time	Session Title	Facilitator	Description
09:00 AM - 09:30 AM	Registration	[Insert Name]	Sign-in and welcome refreshments.
09:30 AM - 10:30 AM	Introduction to Audit Principles	[Insert Name]	Overview of audit concepts and objectives.
10:30 AM - 11:30 AM	Risk Assessment Techniques	[Insert Name]	Methods for identifying and assessing risks.
11:30 AM - 12:30 PM	Audit Planning	[Insert Name]	Steps for creating an effective audit plan.
12:30 PM - 01:30 PM	Lunch Break	N/A	A break for lunch and networking.
01:30 PM - 03:00 PM	Fieldwork and Evidence Gathering	[Insert Name]	Techniques for collecting and evaluating audit evidence.
03:00 PM - 04:00 PM	Report Writing and Presentation	[Insert Name]	Guidelines for documenting findings and presenting results.
04:00 PM - 04:30 PM	Q&A Session	[Insert Name]	Open floor for questions and discussions.

Contact Information

If you have any questions regarding the training, please contact:

Name: [Insert Contact Name]

Email: [Insert Email]

Phone: [Insert Phone Number]