

COURSE OVERVIEW FM0109-3D Essentials of Internal Audit

Course Title

Essentials of Internal Audit

Course Date/Venue

Session 1: August 09-11, 2026/Sur Meeting Room, Royal Tulip Muscat, Muscat, Oman

Session 2: December 13-15, 2026/Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE



Course Reference

FM0109-3D



Course Duration/Credits

Three days/1.8 CEUs/18 PDHs

Course Description



This hands-on, highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using “MS-Excel” application.



This course is designed to provide participants with a detailed and up-to-date overview of internal audit. It covers the standards for internal auditing; the aim of auditing financial statements; the important concepts used in auditing; the framework for financial reporting; the audit opinion and the general principles of auditing; the scope of the audit; the basic principles of auditing; the audit profession; and the audit and relevant services.



During this interactive course, participants will learn the statutory and non-statutory audits; the elements of comfort; the auditor's professional and ethical responsibility; the principles of an auditor; the phases of the audit process that includes preliminary activities, collection of audit evidence, documenting results and observation; the accounting and control systems; the business risk management process; and the audit risk.

Course Objectives/Outcomes & Benefits for the Participants

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on essentials of internal audit
- Discuss the standards for internal auditing and the aim of auditing financial statements
- Identify the important concepts used in auditing and framework for financial reporting
- Explain audit opinion including the general principles of auditing and scope of the audit
- Describe audit risk, the basic principles of auditing and the audit profession
- Apply audit and relevant services covering statutory and non-statutory audits
- Identify the elements of comfort and the auditor's professional and ethical responsibility
- Discuss the principles of an auditor and illustrate the phases of the audit process that includes preliminary activities, planning, collection of audit evidence, documenting results and observation
- Carryout accounting and control systems, business risk management process and audit risk

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.

Who Should Attend

This course provides an overview of all significant aspects and considerations of internal audit for principal auditors, operations executives, new entrants to internal audit, internal auditors, returning or already working in internal audit who need practical guidance and personnel in other functions who need a better understanding on the modern internal audit role.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Learning Design & Customization


This course can be customized to the exact requirements of clients. Haward Technology is so proud of our huge capabilities in tailoring our courses to the training needs of our valued clients.

Course Certificate(s)


Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours

Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations:

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **1.8 CEUs** (Continuing Education Units) or **18 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Fee

US\$ 3,750 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Mike Taylor, PhD (on-going), MScLI, MBA, MBL, PgDip, BSc, is a **Senior Finance & Management Consultant** with over **30 years** of extensive experience in the areas of **Accounts Payable Automation & Technology, Project Financial Data, Financial Policies, Petty Cash Fundamentals, Journal Entries & Cash Account Mapping, Recording & Reporting Transactions, Reconciling Petty Cash Accounts, Accounting Principles, Financial & Accounting** for Executives, **Accounts Payable Fundamentals, Financial Policies & Procedures, International Financial Reporting Standards (IFRS), Financial Statements Preparation, Preparation of Cash Flow** in Accordance with IFRS, Reading & Interpreting **Financial Statements, Environmental Pollution & Control** in Oil Industry, **Environmental Enforcement & Compliance, Waste Management & Environmental Protection, Environmental Emergency Plan, Environmental Policy Analysis, Health & Environment Hazards, Governmental & Budget Accounting, Fixed Assets Accounting, Budget Estimation, Budgeting & Cost Control Financial Statement Analysis, Corporate Finance & Accounts Payable** Financial Processes and Procedures, **Planning, Budgeting & Cost Control, Contract Management, Leadership in Contract Execution, Contract & Risk Management, Contractor Performance Assessments, Contract Management Procedure, Effective Quality Management System (QMS), QMS Framework, Quality Assurance Standards, QA Audit Process & Techniques, Office Administration, Office Management, Invoice Management, Administration Process, Administration Work Procedures, Facilitation & Leadership Skills, Coaching, Human Resource Development, Psychometric Testing, Career Development & Competence, Succession Planning, Self-Development & Empowerment, Personal Learning Needs Identification, Critical Success Factors (CSFs), Key Performance Indicators (KPIs), Productivity Creativity & Thinking Modes, Human Resource Scorecard Management, Career Laddering, Fast-Track Career Progression Application, Knowledge Management, Customer Management, Leadership Skills, Presentation Skills, Emotional Intelligence, Performance Management, Quality Management, Commercial Strategy, Project Management, Risk Management, Leadership & Business Management, Human Resource Management, Business Development, Innovation, Sales Strategy and Knowledge & Intangible Asset Assessment Design. Further, he is also well versed in **Organization Management & Business Consulting, Data Collection & Information Gathering, Value & Supply Chain Management, Intellectual Property & Innovation Assessments, Logistics & Supply Chain Management and Marketing Management.** Mr. Taylor was **Appointed** as an **Executive/Management Development Facilitator** wherein he was responsible for the development of Executives & Senior Managers specializing in innovation, knowledge management and commercial negotiation as well as authored, implemented and executed a global 21st century facilitation and leadership methodology.**

During his career life, Mr. Taylor has gained his practical and field experience through his various significant positions and dedication as the **Multinational/Corporate Senior Management Consultant, Business Consultant/Facilitator, Business Consultant/Coach, Client Director, International Sales & Business Development Manager, Administration Manager, Regional Sales Manager, Contracts Manager, National Key Accounts Manager, Finance Manager, Quality Manager, Commercial Sales & Marketing Consultant, Communication Specialist, Sales & Marketing Representative, Key Note Speaker and Instructor/Trainer** for various international companies such as the Highland Group, Business Development & B2B Consulting, Knowledge-Solution Leadership & Innovation Consulting, DI Management Solutions (BPO), RMG/Contact Media & Communications, Paul Dinsdale Properties (PDP), Giant Leap Architects, Wise Capital Investments (HOD), Evolution® Advertising, Collaborative Xchange, Leatt Corporation, Dentsply SA, Binzagr Company, Lilly Direct/Lennon Generics and Bausch & Lomb.

Mr. Taylor has **Master's** degree in **Leadership & Innovation, Business Administration and Business Leadership** as well as a **Bachelor's** degree in **Physical Education** and pursuing **PhD** in **Global Governance & Energy Policy.** Further, he is a **Certified Instructor/Trainer, Certified Internal Verifier/Trainer/Assessor** by the **Institute of Leadership & Management (ILM)** and a member of Incremental Advantage, Da Vinci Institute, Black Management Forum, Institute of Directors (IOD), World Future Society (WFS), Social Science Research Network, University of Kwazulu Natal (Alumnus), Anthropology & Archaeology Research Network and National Research Foundation (NRF). He has further delivered numerous trainings, courses, workshops, seminars and conferences globally.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 – 0800	<i>Registration & Coffee</i>
0800 – 0815	<i>Welcome & Introduction</i>
0815 – 0830	PRE-TEST
0830 – 0900	<i>Standards for Internal Auditing</i>
0900 – 0930	<i>Aim of Auditing Financial Statements</i>
0930 – 0945	<i>Break</i>
0945 – 1130	<i>Important Concepts Used in Auditing</i>
1130 – 1230	<i>Framework for Financial Reporting</i>
1230 – 1245	<i>Break</i>
1245 – 1345	<i>Audit Opinion</i>
1345 – 1420	<i>General Principles of Auditing</i>
1420 – 1430	Recap
1430	<i>Lunch & End of Day One</i>

Day 2

0730 – 0830	<i>Scope of the Audit</i>
0830 – 0930	<i>Audit Risk</i>
0930 – 0945	<i>Break</i>
0945 – 1045	<i>Basic Principles of Auditing</i>
1045 – 1145	<i>The Audit Profession</i>
1145 – 1230	<i>Audit & Relevant Services (Statutory Audits, Non-Statutory Audits)</i>
1230 – 1245	<i>Break</i>
1245 – 1345	<i>Elements of Comfort</i>
1345 – 1420	<i>The Auditor – Professional & Ethical Responsibility</i>
1420 – 1430	Recap
1430	<i>Lunch & End of Day Two</i>

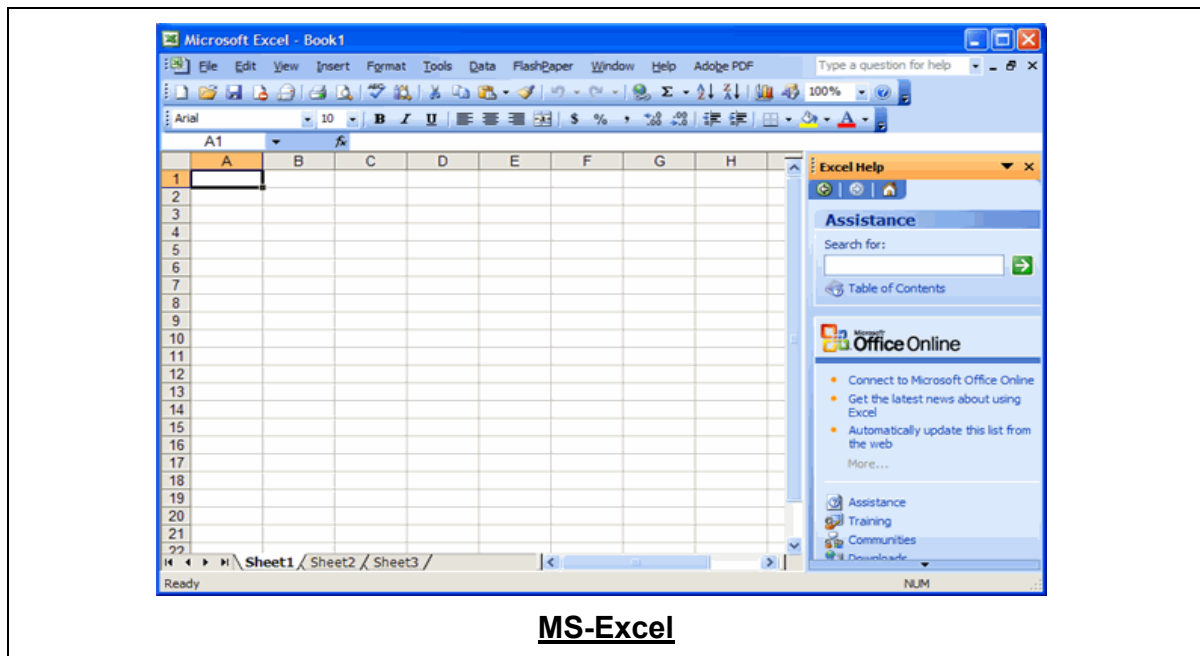
Day 3

0730 – 0830	<i>Principles of an Auditor</i> <i>Integrity • Objectivity • Professional Competency & Proper Care • Confidentiality • Professional Conduct • Ethical Stance • Threats to Auditors • Preventative Measures</i>
0830 – 0930	<i>Principles of an Auditor (Workshop/Exercise)</i>
0930 – 0945	<i>Break</i>
0945 – 1115	<i>Phases of the Audit Process</i> <i>Preliminary Activities • Planning • Collection of Audit Evidence • Documenting Results & Observations</i>
1115 – 1230	<i>Accounting & Control Systems</i>

1230 – 1245	Break
1245 – 1315	Business Risk Management Process
1315 – 1345	Audit Risk
1345 – 1400	Course Conclusion
1400 – 1415	POST-TEST
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course

Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using “MS-Excel” application.



Course Coordinator

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