

Training Programme for Public Internal Auditors

SYNOPSIS FOR A WORKSHOP

Programme title	For example INTERNAL AUDIT		
Workshop title	For example Quality Management of Internal Audit for Internal Audit CEO	Duration (Days/Hours)	For example 1/8
Name of Trainer	Team Leader: Trainers:		
Scope	Define scope of a workshop, a short summary		
Objective	Define a workshop objective		
Target Group	For exaple: Internal Audit CEO		
Content	1. SPECIFY CONTENT OF A WORKSHOP 2. 3.		
Key points	DEFINE THE KEY POINTS		
Methodology	For example: Power Point Presentaton and Case Analysis		
Working materials	<input type="checkbox"/> Power Point presentation <input type="checkbox"/> Case study <input type="checkbox"/> Exercises <input type="checkbox"/> Additional materials – specify		
Content development	Objectives	Duration (1=45min)	Comments for trainer
1. Specify parts of contents	Specify objectives of each part		Specify comments for a trainer
2.			
3.			
4.			
5.			
6.			
7.			

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8.			
9.			
Hours total			
Required space	For example: Room for 15 attendants		
Required equipment	For example: Laptop, LCD projector, projection screen		
Special requirements			
Literature	Quote resources for a workshop (Standards, Law, Books, Articles and others)		