

Improving Audit Teams

This course focuses on the skills and knowledge required to facilitate all aspects of audit teamwork. It involves taking a leadership role in facilitating the work of the audit team including:

- selection of team members
- identifying key performance standards
- development of audit team plans and work allocation
- meetings management
- selection of team members
- problem solving and conflict resolution
- on site communication
- coaching and feedback on team performance
- engaging with stakeholders such as clients and auditees
- leading and coordinating teamwork

Duration 2 days (available as both a public and 'in house' programme)

Prerequisites Whilst not essential it would be advantageous to have previously completed a Management Systems Auditing course and to have been involved in carrying out audits.

Suitable for roles such as:

- Management system representatives with audit responsibilities
- Internal and external management system auditors looking for professional development
- Consultants looking to move into audit management roles
- Managers/prospective managers who have responsibility for other employees

Introduction to ANDSAM Training

Partnering with



The New Zealand Quality College offers this course in partnership with ANDSAM Training, which provides training and assessment services specialising in the development, implementation and auditing of management systems.

Learning Outcomes

At the end of this course, you will be able to:

- Establish team performance plans focused on achieving audit team goals
- Develop strategies to ensure team member involvement in relevant stages of the audit process
- Mentor and support team members where problems are encountered
- Communicate information from stakeholders to the team
- Develop work plans and allocate work and associated resources
- Design and implement methods for assessing individual and team performance
- Provide feedback to team members on a regular basis
- Agree performance improvement plans and coach team members as part of follow up