

BRC Internal Auditor

Day 1

- 8:00 a.m. Welcome and Introductions
- 8:45 a.m. Business Processes
- 9:30 a.m. Break
- 9:45 a.m. Auditing Overview
- 10:30 a.m. Auditing Concepts
- 11:00 a.m. Audit Planning
- 12:00 p.m. Lunch
- 12:45 p.m. Audit Planning *cont'd*
- 1:15 p.m. Auditor Attributes and Interpersonal Skills
- 2:00 p.m. Conducting the Audit
- 2:30 p.m. Break
- 2:45 p.m. Conducting the Audit *cont'd*
- 3:15 p.m. Reporting the Audit
- 4:00 p.m. Day 1 Summary
- 5:00 p.m. Close of day 1

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Day 2

- 8:00 a.m. Day 1 Review and Briefing for Case Study
- 8:30 a.m. Undertake Case Study
- 10:00 a.m. Break
- 10:15 a.m. Undertake Case Study *cont'd*
- 12:00 p.m. Lunch
- 12:45 p.m. Undertake Case Study *cont'd*
- 2:30 p.m. Break
- 2:45 p.m. Undertake Case Study *cont'd*
- 3:30 p.m. Discuss Workplace Audit
- 4:00 p.m. Course Summary
- 5:00 p.m. Course Close