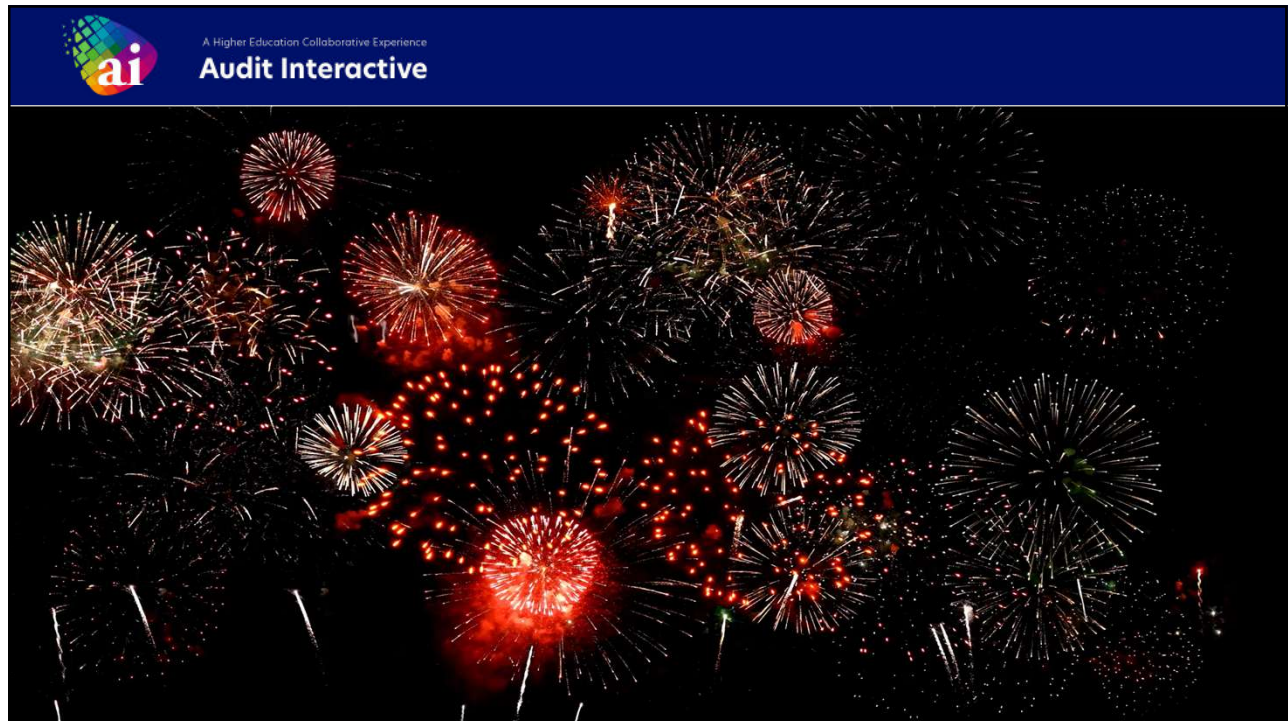




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Objectives:

- Build effective recommendations
- Select the correct reporting mechanism
- Communicate



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The Standards

- Principle 11 – Communicate Effectively
 - Standard 11.1 Building Relationships & Communicating with Stakeholders
 - Standard 11.2 Effective Communication
 - Standard 11.3 Communicating Results
 - Standard 11.4 Errors and Omissions
 - Standard 11.5 Communicating the Acceptance of Risk



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The Standards

- Principle 15 – Communicate Engagement Results & Monitor Action Plans
 - Standard 15.1 Final Engagement Communication
 - Standard 15.2 Confirming the Implementation of Recommendations or Action Plans



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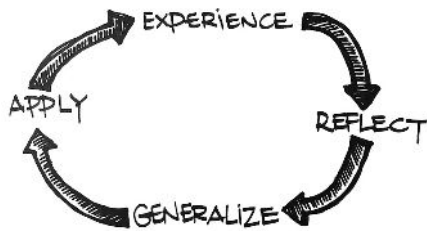
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The Standards

- Principle 11 – Communicate Effectively
 - Standard 11.1 Building Relationships & Communicating with Stakeholders



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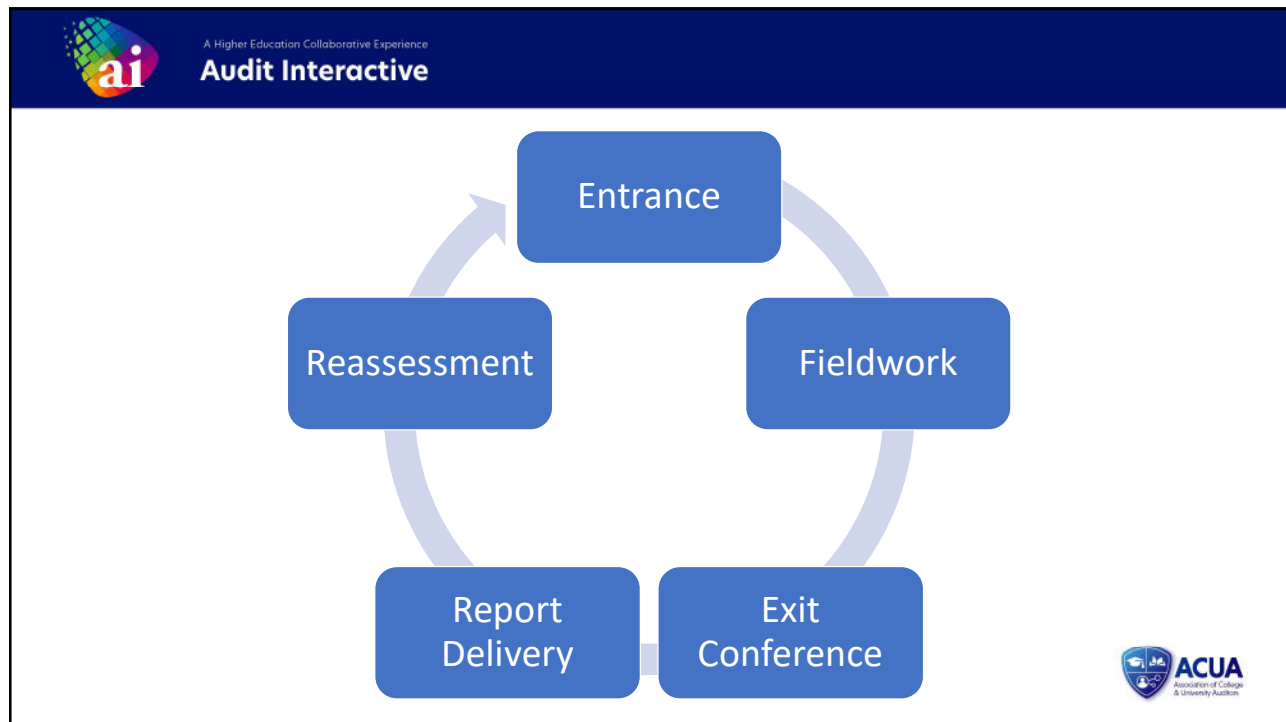
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The Standards

- Principle 11 – Communicate Effectively
 - Standard 11.2 Effective Communication
 - Standard 11.3 Communicating Results
- Principle 15 – Communicate Engagement Results & Monitor Action Plans
 - Standard 15.1 Final Engagement Communication



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The slide features a dark blue header with the 'ai' logo and 'Audit Interactive' text. The main title 'The Entrance Conference' is in large, bold black font. To the left is a bulleted list of topics. To the right is a photograph of two men in suits shaking hands over a table with coffee. The ACUA logo is in the bottom right corner.

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The Entrance Conference

- Introduce the team
- Objectives
- Scope
- Methodology
- Audit Process
- Tentative report release
- Timing questions
- Specific concerns

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Association of College
& University Auditors

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Fieldwork Communications



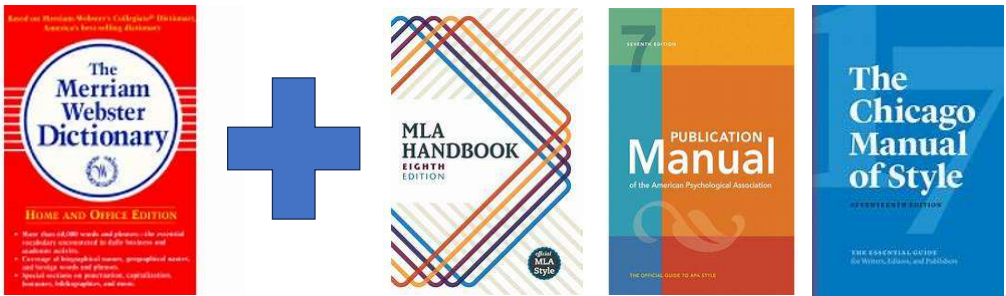

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Style Guide

- Why?
- What does this include?




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Types of Communications Issued

Phone calls
Emails
Letters
Reports
Audit Alerts



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Open/Closed – Published/Unpublished



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The 5 Cs of Quality Recommendations

Criteria
 Conditions
 Cause
 Consequence
 Corrective Action



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Start with Why By Simon Sinek



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Commendations



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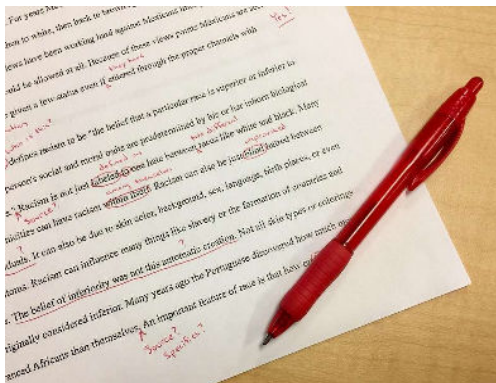


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10 Things Not to Say in an Audit Report By: Richard Chambers | 5/30/17



1. "Management should consider....."
2. Weasel words
3. Intensifiers
4. Universalisms
5. Blame
6. "Management failed...."
7. "Auditee"
8. Jargon
9. Credit
10. Impressiveness



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6 Tips for Being More Persuasive By: Richard Chambers | 6/17/19



1. Keep it short
2. Keep it simple
3. Make your best ideas stand out
4. Don't Neglect the Basics
5. Consider the Implications
6. Remember the 5 C's



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Presenting the Audit Report



1. Exit Conference
2. Board



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The Standards

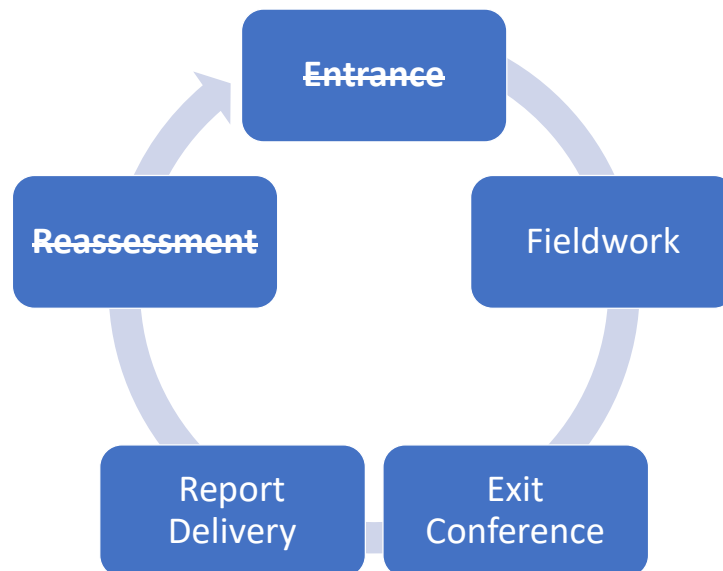
- Principle 11 – Communicate Effectively
 - Standard 11.4 Errors and Omissions
 - Standard 11.5 Communicating the Acceptance of Risk
- Principle 15 – Communicate Engagement Results & Monitor Action Plans
 - Standard 15.2 Confirming the Implementation of Recommendations or Action Plans



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Presenting the Follow Up



- **Status agreement**
- **Board summary**
- **If NOT IMPLEMENTED**



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