COURSE SYLLABUS

Effective Audit Supervision Course

Enhance your audit supervision skills by mastering leadership techniques, performance management, and team development.

Group classes (Washington, DC) and onsite training are available for this course.
For more information, email onsite@graduateschool.edu or visit:
https://sdfm.graduateschool.edu/courses/effective-audit-supervision



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Course Outline

Module 1: Technical and Human Relations Roles in Supervising

- Understanding supervisor roles as technical and human relations leader
- Balancing dual supervisory responsibilities effectively
- Supervisor's roles and responsibilities under Government Auditing Standards (GAGAS)

Module 2: Audit Planning, Staffing, Time Management, and Delegation

- Planning audits, defining objectives, scope, and methodology
- Assigning work and matching staff capabilities to audit tasks
- Effective delegation and time management strategies

Module 3: Managing the Performance Cycle and Staff Development

- Setting clear performance expectations
- Providing effective coaching, feedback, and on-the-job training (OJT)
- Identifying and solving performance problems and applying motivational techniques

Module 4: Personal Style and Myers-Briggs

- Understanding your managerial and interpersonal style using Myers-Briggs Type Indicator (MBTI)
- Improving supervisory effectiveness through awareness of personal style
- Enhancing team dynamics by recognizing different personality types

Module 5: Groups and Meetings

- Effective techniques for leading groups and teams
- Planning and running productive meetings
- Managing team interactions and ensuring productive group problem-solving

Module 6: Managing Conflict and Emotional Intelligence

- Recognizing and managing conflict constructively
- Understanding and applying principles of emotional intelligence

- Improving supervisory relationships through emotional intelligence

Module 7: Motivation

- Exploring various motivational theories and their applications
- Identifying individual and generational motivational differences
- Applying effective motivational techniques tailored to individual team members

Module 8: Leadership

- Exploring different approaches to leadership
- Understanding and applying situational leadership concepts
- Identifying your leadership style and adapting it effectively to various scenarios