COURSE SYLLABUS

Preparing Effective IG Semiannual Reports to Congress Course

Learn how to prepare clear, accurate, and compelling IG semiannual reports to Congress that meet legislative and agency expectations.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/preparing-effective-ig-semiannual-reports-to-congress



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Course Outline

Module 1: Why We Prepare the Semiannual Report to Congress

- Understanding the legal requirement and significance of the Semiannual Report.
- Identifying target audiences such as Congress, agency staff, and the public.
- Connecting OIG accomplishments with reporting requirements.

Module 2: What Should Go in the Semiannual Report

- Comprehensive breakdown of mandatory reporting elements under the IG Act.
- How to precisely present required statistics and detailed information.
- Structuring content clearly and effectively for readers.

Module 3: What You Should Do Before the Semiannual Reporting Period Ends

- Planning strategies for timely completion of report requirements.
- Coordinating internal workflows and identifying points of contact.
- Developing useful templates and preliminary production schedules.
- Early preparation of essential content to streamline reporting.

Module 4: How You Should Prepare the Various Elements of the Semiannual Report

- Step-by-step guidance on preparing audit, evaluation, and inspection summaries.
- Effective preparation of investigative summaries.
- Incorporating required statistics and ensuring comprehensive data presentation.
- Highlighting additional valuable content for a more impactful report.

Module 5: Issuing the Semiannual Report to Congress

- Procedures for finalizing and submitting the report to the agency.
- Ensuring compliance with delivery timelines and report distribution.
- Public release strategies including website posting and notifications.