

# 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 in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto: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.