



## **Audit Committee Effectiveness and Oversight Training Course**

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### Overview

Audit Committee Effectiveness and Oversight Training Course is a five-day course for committee members, board secretaries, governance professionals, audit leaders, finance executives, and risk leaders who leave with an Audit Committee Oversight Toolkit. The course connects committee mandate, independence, meetings, information, financial reporting, assurance relationships, internal control, risk oversight, confidential reporting, evaluation, and improvement. Agile Leaders Training Center delivers this course on audit committee effectiveness.

### Who Should Attend

- Board committee functions responsible for audit and control oversight
- Board secretariat functions responsible for agendas, papers, minutes, and decisions
- Governance functions responsible for committee mandates and accountability
- Internal audit functions responsible for independent communication with the committee
- Finance and risk functions responsible for presenting oversight information

The course assumes participants support or exercise committee-level oversight and leaves out operational audit testing, financial statement preparation, and director certification.

### Departments and Industries

The course supports audit committee oversight across corporate, institutional, and service environments.

- Boards, board secretariats, and governance offices
- Internal audit, external audit liaison, risk, and compliance functions
- Finance, controllership, and financial reporting functions
- Banking, insurance, and professional services
- Manufacturing, energy, and infrastructure organizations
- Healthcare, education, and public-service institutions

### Learning Objectives

By the end of this course, participants will be able to:



- Evaluate committee mandate, composition, independence, and work practices
- Build agendas, information packs, executive sessions, and decision records
- Analyze financial reporting, internal control, and risk oversight evidence
- Evaluate relationships with internal and external assurance providers
- Apply escalation and confidential reporting oversight protocols
- Build a committee evaluation and improvement plan

## **Course Agenda**

### **Day 1: Mandate Composition and Independence**

- Audit Committee Mandate and Charter Review
- Oversight Responsibility and Boundary Map
- Composition Skills and Independence Matrix
- Member Conflict-of-Interest Declaration Process
- Annual Committee Work Plan Calendar

### **Day 2: Meetings Information and Decisions**

- Risk-Based Meeting Agenda Framework
- Committee Information Pack Quality Checklist
- Management Challenge and Inquiry Guide
- Executive Session Protocol
- Minutes Decisions and Action Tracking Register

### **Day 3: Reporting Controls and Risk Oversight**

- Financial Reporting Judgment Review Map
- Internal Control Effectiveness Dashboard
- Risk Oversight Responsibility Matrix
- Compliance and Ethics Oversight Brief
- Critical Estimate and Disclosure Challenge Sheet

### **Day 4: Assurance Escalation and Evaluation**

- Internal Audit Independence and Access Review
- External Auditor Relationship Oversight Grid
- Assurance Provider Coordination Map
- Confidential Reporting and Investigation Protocol
- Committee Performance Evaluation Scorecard

## Day 5: Audit Committee Oversight Practice

- Suggested Exercise: Charter and Independence Review
- Suggested Exercise: Agenda and Information Pack Challenge
- Suggested Exercise: Reporting Control and Risk Discussion
- Suggested Exercise: Assurance Escalation and Evaluation Review
- Capstone Exercise: Audit Committee Oversight Toolkit

## Practical Exercises

The course uses suggested activities to connect committee responsibilities with evidence, challenge, decisions, and follow-up.

- Suggested activity: review mandate, independence, skills, and annual priorities for a financial-services committee.
- Suggested activity: challenge a meeting pack covering financial reporting, controls, and risk for a manufacturing organization.
- Suggested activity: evaluate internal audit access, external auditor communications, and confidential reporting for a healthcare institution.
- Suggested activity: score committee performance and build owned improvement actions and monitoring dates.

## FAQs

### Who suits audit committee effectiveness, and what does the course assume?

Audit committee effectiveness suits members and professionals who support committee governance, information, assurance relationships, risk and control oversight, meetings, decisions, or evaluation and already work with board-level reporting.

### How does audit committee effectiveness differ from internal audit management training?

Audit committee effectiveness focuses on board-level challenge, oversight, assurance relationships, and committee decisions, while internal audit management training focuses on directing the audit function and delivering its work.

### What makes an audit committee effective?

An effective audit committee has a defined mandate, appropriate skills and independence, disciplined meetings, decision-useful information, access to assurance providers, tracked actions, constructive challenge, and periodic evaluation.



## **What information supports audit committee oversight?**

Audit committee oversight uses focused information on financial reporting judgments, internal control, material risks, compliance and ethics, internal audit, external audit, investigations, confidential reports, unresolved issues, actions, and emerging concerns.

## **How is audit committee performance evaluated?**

Audit committee performance is evaluated against its mandate, composition, meeting discipline, information quality, challenge, assurance relationships, decision follow-up, stakeholder communication, and progress on improvement actions.

## **Conclusion**

Participants leave with an Audit Committee Oversight Toolkit linking mandate, independence, meetings, reporting, controls, risk, assurance, escalation, evaluation, and improvement. The toolkit changes disconnected committee activities into a traceable oversight cycle. It provides a working basis for challenge, decisions, action tracking, and performance review.



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