



Internal Audit Team Leadership Training Course

12 – 16 April 2027
Tokyo

Internal Audit Team Leadership Training Course

Ref: 376_130813 **Date:** 12 – 16 April 2027 **Location:** Tokyo **Fees:** 10000 Euro

Overview

Internal Audit Team Leadership Training Course is a five-day course for team leaders, engagement supervisors, new audit managers, and senior auditors who leave with an Internal Audit Team Leadership Toolkit. The course turns an approved audit plan into staffed, supervised engagements through delegation, fieldwork direction, workpaper review, coaching, stakeholder conversations, quality control, issue escalation, progress reporting, and team learning. Agile Leaders Training Center delivers this course on internal audit team leadership.

Who Should Attend

- Engagement leadership functions responsible for staffing and directing audit work
- Supervisory functions responsible for fieldwork quality and workpaper review
- New audit management functions responsible for deadlines, escalation, and communication
- Senior audit functions preparing to coach colleagues and lead assignments
- Assurance functions responsible for stakeholder coordination and engagement delivery

The course assumes participants already perform or review internal audit engagements and leaves out introductory audit methods and chief audit executive strategy.

Departments and Industries

The course supports internal audit team leadership across corporate, institutional, and service environments.

- Internal audit and assurance functions
- Risk, compliance, and internal control departments
- 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:



- Build a staffed engagement delivery plan
- Apply delegation, briefing, and supervision methods
- Evaluate fieldwork progress and workpaper quality
- Use coaching and feedback in audit teams
- Analyze stakeholder concerns and escalation needs
- Build quality, reporting, and team-learning routines

Course Agenda

Day 1: Team Leader Role and Engagement Mobilization

- Engagement Leader Responsibility Map
- Team Capability and Staffing Matrix
- Assignment Briefing and Role Charter
- Work Allocation and Dependency Board
- Engagement Communication Rhythm Plan

Day 2: Fieldwork Direction and Delivery Control

- Fieldwork Milestone and Status Dashboard
- Daily Supervision and Check-In Method
- Evidence Request and Follow-Up Tracker
- Scope Change Decision Log
- Deadline Risk and Recovery Plan

Day 3: Workpaper Review and Quality Leadership

- Workpaper Review Quality Checklist
- Finding-to-Evidence Traceability Test
- Review Note Classification Method
- Supervisory Sign-Off Record
- Engagement Quality Exception Register

Day 4: Coaching Stakeholders and Escalation

- Audit Coaching Conversation Framework
- Performance Feedback and Development Record
- Stakeholder Expectation Map
- Difficult Conversation Preparation Sheet
- Issue Escalation and Progress Brief



Day 5: Internal Audit Team Leadership Practice

- Suggested Exercise: Staffing and Delegation Decisions
- Suggested Exercise: Fieldwork Recovery and Scope Control
- Suggested Exercise: Workpaper Review and Quality Notes
- Suggested Exercise: Coaching and Stakeholder Escalation
- Capstone Exercise: Internal Audit Team Leadership Toolkit

Practical Exercises

The course uses suggested activities to connect leadership choices with engagement delivery and team development.

- Suggested activity: staff and brief a multi-location operational audit for an energy organization.
- Suggested activity: recover a delayed banking engagement while controlling scope and evidence requests.
- Suggested activity: review workpapers and findings from a healthcare audit and issue actionable review notes.
- Suggested activity: coach an auditor, prepare a difficult stakeholder conversation, and deliver a progress escalation.

FAQs

Who suits internal audit team leadership training, and what does it assume?

Internal audit team leadership training suits supervisors, new managers, and senior auditors who already perform or review engagements and are preparing to direct others.

How does internal audit team leadership differ from audit executive leadership training?

Internal audit team leadership focuses on engagement staffing, supervision, coaching, quality, and delivery, while executive leadership training addresses function strategy, board relationships, budgets, and enterprise positioning.

What does an internal audit team leader supervise?

An internal audit team leader supervises work allocation, fieldwork progress, evidence collection, workpaper quality, finding support, deadlines, communication, escalation, and staff development.

How should internal audit workpapers be reviewed?

Internal audit workpapers should be reviewed against objectives, procedures, evidence sufficiency, traceability, conclusions, clarity, required corrections, and documented supervisory sign-off.



How can an internal audit team leader manage difficult stakeholder conversations?

An internal audit team leader can prepare facts, objectives, interests, likely concerns, boundaries, options, escalation criteria, and a clear record of decisions and follow-up.

Conclusion

Participants leave with an Internal Audit Team Leadership Toolkit covering staffing, delegation, supervision, workpaper review, coaching, stakeholder communication, quality, escalation, reporting, and team learning. The toolkit changes informal coordination into a visible leadership system. It provides a working basis for dependable delivery, stronger review discipline, and purposeful staff development.