



## Larry Hubbard & Associates Audit Workpapers Course Outline

### Course Overview:

In the first ½ day, this course covers basic workpaper documentation techniques for internal auditors, including the reasons for preparing workpapers, standards, and efficiency techniques. The remainder of the day covers the specific workpaper requirements and software tools being used by audit departments today, such as TeamMate, AutoAudit, and others.

### Course Objectives:

- Understand the need for audit workpapers
- Understand the rules and Standards related to audit evidence
- Improve documentation efficiency skills

### Who Should Attend:

Auditors needing to understand workpaper documentation standards and techniques and the specific tools the audit department uses.

### Course Modules (8 CPE hours):

- Why we document
- Audit evidence and the Standards
- To document, or not to document?
- Tips and techniques for efficient workpaper preparation
- Retention, destruction and scrap files
- Specific workpaper tools and techniques

### Course Leader:

Larry Hubbard is a professional trainer and consultant with a broad background in accounting, auditing, and finance. Prior to founding Larry Hubbard & Associates, Larry's work experience included Mobil Corporation and Ernst & Young. More information is at: [www.LHubbard.com](http://www.LHubbard.com)

### Administration:

No advance preparation or prerequisites are necessary for this course. The program level is basic. The delivery method is Group-Live and 8 CPE hours in the Auditing field of study are available.

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