



## Level Six

## Manager Training



## Module Information

Program Duration **2 days**Prerequisite **5+ Yrs. Professional Exp.**Level of Instruction **Intermediate**Delivery Method **Group / Live**CPE Credits **16 hours**

Auditing (Aud) – 8

Personal Development (PD) – 6

Management Services (MS) – 2

Advanced Preparation **None**

## Learning Objectives

- Perform managerial roles on audit engagements including identifying quality issues, job specific project management and managing multiple over-lapping projects.
- Perform basic productive activities designed to grow and maintain a practice, including building work with existing clients and developing new contacts and leads.
- Analyze and report to the client all required information including addressing financial misstatements and control deficiencies.

## Contact 20-20 Audit Training

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20-20 Audit Training

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## Level Six Summary

Manager Training is designed for individuals who have recently transitioned or are preparing to transition to a managerial role. This two-day program contains one day of technical auditing topics, with a focus on reviewing and evaluating results and communicating findings and issues with the client. The program also contains one day of content related to key foundational skills necessary to function as a manager within the public accounting profession.

## Module Summary

Audit Knowledge and Skills \_\_\_\_\_ 4 hours

- Learning from Inspection Reports (Aud 2)
- Introduction, Review and Conclusion (Aud 1)
- Advising Clients on Recent Accounting Changes (Aud 1)

Evaluating &amp; Communicating Results \_\_\_\_\_ 4 hours

- Results of Substantive Audit Procedures (Aud 2)
- Uncorrected Misstatements & Control Deficiencies (Aud 2)

Foundational Skills \_\_\_\_\_ 8 hours

- Time Management and Organization (PD 2)
- Leadership and Management (PD 2)
- Project Management (MS 2)
- Business Development & Networking (PD 2)



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