IIA Hong Kong Training Workshop

The IIA Hong Kong would like to invite you to this one-and-a-half day-Workshop

Advanced Written Communication Workshop for Internal Auditors

Information Design: Information Structure™ in Audit and Risk Assessment Reports

Conducted by The Communication Group Ltd.

Dates	Time	Venue:
14 January Thursday, 2027	9:00 am – 6:00 pm	Lecture Hall, 4/F Duke of Windsor Building
15 January Friday, 2027	9:00 am – 1:00 pm	15 Hennessy Road, Wanchai, Hong Kong

Please email and reserve your seat at tcgroup@netvigator.com

Early Bird 10% Discount	Before 10 January, 2027	After 10 January, 2027
Members	HK$2,835	HK$3,150
Non Members	HK$3,105	HK$3,450

Introduction: We often hear from partners or directors of companies that auditors spend too much time writing reports and that the Head of Audit and senior managers spend too much time editing and polishing their team's reports. Therefore, the overall aim of the Workshop is to provide auditors and managers with a **theoretical framework and a set of practical guidelines to:**

- cut down the amount of time auditors have to spend on reports
- reduce the amount of time planning, organising, drafting and discussing reports and
- reduce the amount of time in interviews and meetings

Yet still produce reports that are well received by all levels of readers!!

*AI tools do provide tangible benefits, e.g., they increase efficiency by taking over the repetitive tasks, freeing report writers to focus on complex judgement-based work. However, they cannot replace you as a written business communicator with your ability to refer to relationships, IP honesty, experience, authenticity while presenting logically. Your value includes your sensibility and sensitivity towards your organization's culture, mandate, and history of operations while concluding the business implications in relation to the problems, root causes and potential risks. As a written business communicator in reports, it is essential to learn to:

- Save time and money by structuring information in audit and risk assessment reports in a more "linguistically scientific" way
- Design and structure information so that your reports are clear and logical, and easy for the reader to understand after reading them for the **first** time
- Plan, Organise, Draft, Revise, and Edit your own reports by following the Five Step Writing Process and using modern and plain language for your target readers
- And as a result, develop a set of communication skills that will help you write more effective reports that get results and action, and get the immediate approval of your boss

(*The guidelines provided in the Workshop can be applied to reports written either in English or Chinese or in any other languages)*

Workshop Methodology: Input integrated with analysis of sample audit and risk assessment reports

The Advanced Written Communication Workshops for Internal Auditors are designed and developed jointly by Madeleine Behan (M.A.) and Anthony Behan (M.A.). They are Communication Consultants and Discourse Analysts specialising in Information Design: Information Structure™. Anthony and Madeleine Behan advise companies on the design and structure of their advanced written business communication, in particular, company financial and audit as well as risk assessment reports**.** Anthony Behan is the Founder and Managing Director of The Communication Group. He has an MA in Applied Linguistics specialising in Discourse Analysis and Corpus Linguistics.

After conducting Seminars/Workshops for the IIA HK, ISACA China HK, HKICPA, John Swire and Sons (Hong Kong & Beijing), HSBC Group Audit (Asia Pacific Region), Hang Seng Bank, ICBC (Asia), MTR, Hospital Authority, DBS Bank (Hong Kong and Indonesia), ICBC (Asia), the Link Management Ltd., the Sino Group, Wal-mart, China and the Jockey Club among others, they would like to share their views on Information Design and Information Structure™ in audit and risk assessment reports with the internal audit community. Their specialized areas include a research study into the application of Discourse Analysis and Corpus Linguistics in both spoken and written business reports.

***(13 CPE Hours & A Certificate of Completion of the Workshop)**

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REPLY SLIP

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Members	HK$2,835	HK$3,150
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(The Cost includes workshop materials)

13 CPE Hours & Participants will be awarded a Certificate of Achievement upon completing the Workshop

The Workshop is available to both members and non-members of the IIA although members will have priority.

Company name	
Address	
Attendee's Name	
Job title	
Membership no.	
Email	
Phone	
Total no.	
Total price	
Cheque no.	

For reservation and inquiries, please email tcgroup@netvigator.com

Please send your cheque made payable to "**The Communication Group Ltd.**" together with your reply slip to the address as shown below the latest three days before the Workshop. No refund will be given to no-show or cancellation after that date.

The Communication Group Ltd.
902 Wilson House,
19-27 Wyndham Street, Central, Hong Kong

Thank you for your support and we look forward to seeing you there.
Yours sincerely,
IIA Hong Kong

The Institute of Internal Auditors is the primary international association for the profession with over 165,000 members in over 165 countries. The Hong Kong Chapter of the Institute was formed in 1979 and is affiliated with the global organization which is headquartered in the USA. The Certified Internal Auditor (CIA) program is the only globally accepted certification designation for internal auditors. For more information, please visit http://theiiahk.org/UpcomingEventsDetails.aspx?id=142&Typeid=1-
Acceptance of enrollment is subject to cheque clearance. - Payment is not refundable after the registration deadline.
- The IIA HK reserves the right to reject the enrollment or amend any details of this event