

Agenda

Day 1

- 8.00 am Welcome and Introductions
- Module 1: ISO 19011 Overview**
Activity 1 – Auditing Terms and Definitions
- 9:45 am Break
- 10:00 am **Module 2: Managing an Audit Program**
Activity 2 – Scheduling Considerations
- 12 noon Lunch
- 12.45 pm **Module 2 continued**
Activity 3 – Audit Objective, Scope, Criteria and Methods
Activity 4 – Auditor Competencies
Activity 5 – Selecting the Audit Team
- Module 3: Audit Planning and Preparation**
Activity 6 – Managing Audit Risks
- 2:45 pm Break
- 3:00 pm **Module 3 continued**
Activity 7 – Determining Sources of Objective Evidence
Activity 8 – The Audit Plan
Activity 9 – Audit Work Documents
- End of Day 1 Knowledge Check
- 5.30 pm Review and Close

Conducting and Leading Management System Audits

Day 2

8.00 am	Day 1 Review
	Module 4: Conducting the Audit Activity 10 – Develop 5 Strategies to Build Relationships Activity 11 – Personality Types
9:45 am	Break
10:00 am	Module 4 continued Activity 12 – Opening Meeting Activity 13 – Audit Interviews
12 noon	Lunch
12.45 pm	Module 4 continued Activity 13 <i>continued</i> Activity 14 – Nonconformity Statement Activity 15 – Closing Meeting
3:00 pm	Break
3:15 pm	Module 5: Reporting Audit Outcomes Activity 16 – Draft Audit Report Activity 17 – Corrective Action
	End of Day 2 Knowledge Check
5.30 pm	Review and Close