

Inspector General Audit, Inspection and Evaluation Academy

Our learning programs give audit, inspection, and evaluation professionals the tools and training needed to improve government operations and programs, and protect our nation's taxpayers from fraud, waste, and abuse. www.ignet.gov.

The Audit, Inspection, and Evaluation (AI&E) Academy delivers IG-specific training to help ensure that auditors, inspectors, and evaluators possess the needed skills to competently conduct their work in accordance with established standards. Taught by an esteemed group of instructors, AI&E Academy programs boost job performance and allow participants to learn from and network with peers from across the IG community.

1 Audit Peer Review

Who Should Attend – IG audit professionals conducting or receiving an external peer review in accordance with *Government Auditing Standards*.

“This course gave me great insight into the peer review process and enhanced my understanding of the GAGAS requirements...”

What You Will Learn – How to conduct an external peer review using the *Guide for Conducting External Peer Reviews of the Audit Organizations of Federal Offices of Inspector General* as a reference. The class includes planning, performing, and reporting the results of a peer review as well as offers examples and checklists for use during a peer review.

Program Length – 1 day (8 CPE)

2 Coaching Effective Writing

Who Should Attend - All IG professionals who edit or review products written by others.

“This class helped me improve the writing and review skills needed to help team members succeed...”

What You Will Learn – Your own writing style and personal preferences, and strategies to help teach your staff. Participants learn the skills needed to coach staff on writing skills, including techniques for how to discuss the underlying reasons for changes and edits to written reports. The program offers time to practice strategies and then share experiences during the second session.

Program Length – 2.5 days (18 CPE)

3 Critical Thinking Skills

Who Should Attend – All IG professionals interested in sharpening their mental skills and problem solving abilities.

“The course used a lot of real world examples—some even specific to our profession—and that makes the concepts more concrete to aid in applying to everyday life.”

What You Will Learn – How to implement a variety of good thinking concepts at work, including:

- Using the elements of reasoning.
- Applying Socratic questioning.
- Distinguishing between problem solving and decision-making.
- Detecting logical fallacies.
- Making better informed decisions, and taking more effective actions.

Participants also complete a self-assessment to discover their own thinking style.

Program Length – 3 days (21 CPE)

4 IG Authorities

Who Should Attend – All IG auditors, inspectors, evaluators, attorneys, and mission support staff members.

“Excellent training—very clear, focused on relevant topics, practical, and instructors were both great and unusually competent. I almost never have training that does all these things.”

What You Will Learn – The “why” and “how” of federal IGs, the history of the IG community and CIGIE, the importance of IG independence and what it means in practice, and the challenges and opportunities an IG’s dual reporting role presents in

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conducting oversight. The program includes:

- issues addressed by the Inspector General Act of 1978, as amended, and other sources of IG authority and obligations
- authorities available to IGs that support audits, investigations, and other activities.

Program Length – 1 day (7 CPE)

5 Introductory Auditor

Who Should Attend – Entry-level IG auditors with less than 6 months of experience who will use Government Auditing Standards in conducting their work.

“The training program gave great details on how to be an auditor and there were many opportunities to practice what we learned.”

What You Will Learn – How to implement auditing standards by:

- Developing and planning a specific audit objective.
- Identifying types of fraud, attributes of a fraud, and fraud indicators (red flags).
- Understanding the types of evidence, analyzing and documenting collected evidence.
- Conducting an audit interview.
- Drafting high quality audit report segments and verbally communicating audit results.

Program Length – 7 days (48 CPE)

6 Introduction to Suspension and Debarment

Who Should Attend – Team leader or higher level auditors, inspectors, and evaluators, and attorneys at all levels.

“Instructors were great! They were very knowledgeable and able to make a dry topic interesting!”

What You Will Learn How audit, inspection, and evaluation work can produce and support suspension and debarment (S&D) actions including practical suggestions and techniques for increasing OIG pursuit of these administrative remedies. Such remedies help protect Federal funds from fraud, waste and abuse.

Program Length – 1 day (7 CPE)

7 Understanding Audit and Inspection/Evaluation Standards

Who Should Attend – IG investigators, attorneys, and mission support staff members who work with auditors, inspectors, and evaluators.

What You Will Learn –The basics of *Government Auditing Standards* (Yellow Book) and *CIGIE’s Quality Standards for Inspection and Evaluation* (Blue Book), and an understanding of how these standards guide audit, inspection and evaluation work within an OIG.

Program Length – 1 day (6 CPE)

8 Writing Effective Reports

Who Should Attend – Intermediate or entry level auditors, inspectors, and evaluators.

“The instructor was excellent... provided great explanations and writing examples...this was the best writing course I have attended in my 30+ year career.”

What You Will Learn – How to write clear, coherent, and unified reports, and develop a vocabulary to help discuss writing with supervisors and colleagues. The program covers message development and reader comprehension, getting to a good first draft, and making revisions. The class content will help participants follow *Government Auditing Standards* and *CIGIE’s Quality Standards for Inspection and Evaluation* which require reports to effectively communicate information to stakeholders and decision makers.

Program Length – 2 days (15 CPE)

9 Writing Fundamentals

Who Should Attend – Entry-level audit, inspection, and evaluation staff, or others at higher levels interested in a useful refresher.

What You Will Learn – Basics such as grammar, rules of English, and writing mechanics, including the functions of clauses and phrases in sentences, use of active and passive voice, punctuation, subject verb agreement, spelling, and how to logically organize information. The class content will help participants ensure that their writing is accurate, clear, and complete in accordance with audit, and inspection and evaluation standards.

Program Length – 2 days (15 CPE)

“I learned some things that will help me improve my writing... the grammar and spelling refreshers were extremely helpful to me.”

About CIGIE and the CIGIE Training Institute The Council of the Inspectors General on Integrity and Efficiency (CIGIE) facilitates cross-cutting oversight initiatives, acts as a clearinghouse for best practices within the Inspector General (IG) community, and promotes the professionalism of the IG workforce. Its Training Institute provides specialized training and professional development that is custom designed to meet the unique needs of the IG community. For more information, please visit our website at www.ignet.gov.