

eAuditing Fundamentals: Virtual Communications and Remote Auditing

The course is designed to provide an understanding of the basics for conducting remote audits (e-audits). Learn the e-auditing process from a veteran of conducting remote audits for over 10 years. Learn the answers to How to do it right, what skills you will need, how will my organization benefit, what are the risks and how do I implement an eAuditing program? The need to control auditing costs and manage both internal and external supplier networks requires us to learn and use the technology available to us. The course is intended for: 1) auditors that want to learn about remote techniques and problems to avoid, 2) for those interested in managing, implementing or conducting e-audits, or 3) as continuing education for self-improvement. The e-Auditing Fundamentals course consists of series of lessons, illustrations, diagrams, interactive exercises, and quizzes. This class is not about how to conduct system or process audits. Instead it is about virtual communications for teams and remote audits.

Learning Outcomes

Participants will be able to :

- Explain the remote auditing process and terminology to others
- Identify the appropriate virtual communication tools needed for the audit
- Avoid poor virtual communication practices
- Explain eAudit benefits and requirements to management
- Identify audit and audit management risks
- Recognize methods to mitigate risks
- Compare their eAudit program to an implementation checklist

Technical Requirements

- Intel Pentium processor/compatible
- 800x600 resolution color monitor
- 32 MB of RAM recommended
- 28.8 kb ps modem, high speed access preferred
- A browser such as Internet Explorer, Netscape or Firefox
- Acrobat Reader (free plug-in)
- Flash/Shockwave Player (free plug-in)
- Java script (on most computers)

Meet the Instructor



Shauna Wilson, president of Amazon Consulting, Inc. in the past 15 years has designed and developed efficient quality management systems, effective process audits to International Standards, and high performance Virtual Teams. Shauna is an IRCA certified QMS auditor, a leading expert for the past decade in the field of online auditing, and auditing global supply chains. She holds a BA in Communication, and an MS in Instruction Design and Performance Management Technologies. Ms. Wilson published *InterneTeaming.com: Tools to Create High Performance Remote Teams*. She has presented at ASQ International Conferences since 2002 and her writings have been featured in *Quality Progress*, *The Auditor*, and *ASTD's InfoLine*. Shauna Wilson is the Social Responsibility Chair at 0607 Portland ASQ Section.

Course Providers: QualityWBT Center for Education, AQS Management Systems, Inc., J.P. Russell & Associates, Shauna Wilson

International Association for Continuing Education & Training (IACET).

