

Gathering and Summarizing Data for Auditors

This presentation will review effective techniques for fact finding, data gathering, and summarizing data. This will include discussing the challenges to effective fact finding, advantages and disadvantages of using different data gather methods, effective interviewing skills (e.g., questioning, listening), and summarizing techniques. Participants will complete activities to practice these techniques.

Presentation objectives include the following:

- Describe the challenges to effective fact finding
- Identify the advantages/disadvantages of using different data gathering methods
- Explain the dimensions of an interview and apply effective questioning, and active listening techniques
- Use specific methods and techniques to summarize data

Date: July 15, 2010

Time: 11:30 AM - 12:00 PM Registration | 12:00 - 1:00 PM Lunch | 1:00 - 3:00 PM Program

Location: The American Restaurant | 200 E. 25th Street | Kansas City | Missouri | 64108

Price: \$35 members | \$50 guests | \$5 students

CPE: 2 Credits

Menu:

Beverages: Coffee, Iced Tea

First Course: Arugula and Spinach Salad

roasted peanut, mozzarella, and bacon

Entrée: Oven Roasted Chicken

wilted cabbage, medjool dates, baby carrots

Dessert: Linzer Torte

praline mousse, hazelnut financiers and raspberry sherbet

Speaker: KPMG LLP