

REVIEWING DRAFT REPORTS AND PROVIDING EFFECTIVE FEEDBACK (1 Day)

Course Overview

The process of moving from a draft report to a high quality and timely final product can be challenging for reviewers and report writers. Yet report findings must be communicated clearly and on time to be useful to agencies and policy makers. Using lecture, carefully designed exercises, short video clips, and class discussion, this highly interactive course provides practical techniques for reviewing drafts and providing effective feedback that can expedite revisions, result in a high quality product, and help improve staff report writing skills.

CPEs: 8

Who Should Attend

This course is designed to help federal, state, and local government auditors understand and employ specific techniques and principles to improve their report review skills and more effectively communicate their feedback. The course sharpens the skills of both auditors and supervisors in reviewing their own and others' drafts to identify and resolve issues and improve report clarity. It also focuses on how: reviewers can best provide feedback to audit team members, team members can most effectively respond to feedback, and reviewers and team members can collaborate in making report revisions to expedite the completion of a high-quality draft. The course is suited for audit team members as well as supervisors.

Course Objectives

Participants will be able to:

- Understand and employ methods for reviewing drafts efficiently and effectively to expedite revisions and achieve a high-quality draft
- Recognize common problems with report drafts and utilize approaches for solving them
- Provide and receive constructive feedback that will keep the writer engaged, result in a high-quality draft, and further develop staff report writing skills

Course Topics

Goals and Expectations of Report Reviewers and Writers

- Generally Accepted Government Auditing Standards requirements for report quality and timeliness
- Expectations and realities for report reviewers
- Expectations and realities for report writers

Reviewing Drafts Efficiently and Effectively

- Reading draft reports with professional skepticism
- Understanding personal reviewing style
- Reviewing drafts using an organized approach (e.g., thinking about potential sensitivity of the issues covered, experience level of writer, status of draft product, time available for review and revisions)
- Applying structured reading techniques for reviewing drafts (e.g., checking for message, linkage, and logic flow; focusing initially on higher-order concerns)

Providing Constructive Feedback

- Key feedback principles
- Importance of promoting buy-in and product ownership
- Using feedback as a coaching tool
- Promoting a proactive focus on revisions
- Role-playing both providing and responding to constructive feedback