



MICROSOFT TRAINING

Management Systems Auditor Training Course

Learn to conduct effective management system audits, identify non-conformities, and drive organizational improvement. Become a certified auditor.

DURATION

24 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

This comprehensive 24-hour Management Systems Auditor Training Course, brought to you by Microsoft, is designed for intermediate-level professionals aiming to master the principles and practices of auditing management systems. The course provides a deep dive into globally recognized auditing standards and methodologies, such as those outlined in ISO 19011, and principles derived from standards like ISO 9001 (Quality), ISO 27001 (Information Security), and ISO 14001 (Environmental). Participants will learn to systematically evaluate an organization's adherence to established policies, procedures, and regulatory requirements, ensuring operational excellence and compliance.

Upon completion, you will possess the critical skills to plan, execute, and report on management system audits with confidence and precision. This includes understanding risk-based auditing, gathering objective evidence, identifying non-conformities, and recommending effective corrective actions. Leveraging Microsoft's expertise in robust enterprise systems, this training equips you not only with theoretical knowledge but also with practical insights into applying auditing principles in a highly structured, data-driven environment, enhancing your ability to contribute to an organization's continuous improvement and risk management strategies. This certification empowers you to drive organizational integrity and performance across various industries.

Duration	24 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to Management Systems and Auditing Fundamentals

- Concepts of Management Systems (e.g., QMS, EMS, ISMS)
- Overview of ISO Standards (ISO 9001, ISO 14001, ISO 27001 - principles)
- Purpose and Benefits of Auditing
- Types of Audits (First, Second, Third Party)
- Auditing Principles and Guidelines (ISO 19011)

02 Module 2: Audit Planning and Preparation

- Establishing Audit Objectives, Scope, and Criteria
- Risk-Based Audit Planning Techniques
- Developing Comprehensive Audit Plans and Checklists
- Roles and Responsibilities of the Audit Team
- Communication and Documentation Requirements for Audits

03 Module 3: Conducting the Audit

- Opening Meetings and Establishing Rapport with Auditees
- Effective Techniques for Gathering Audit Evidence (Interviews, Observation, Document Review)
- Verification and Validation of Information
- Identifying and Documenting Non-Conformities and Observations
- Effective Interviewing and Active Listening Skills

04 Module 4: Audit Reporting and Follow-up

- Structuring and Preparing Clear Audit Reports
- Communicating Audit Findings Effectively to Stakeholders
- Conducting Professional Closing Meetings
- Understanding Corrective Actions and Root Cause Analysis

- Audit Follow-up and Verification of Corrective Action Effectiveness

05 Module 5: Auditor Competence, Ethics, and Legal Considerations

- Essential Skills and Qualities of an Effective Auditor
- Maintaining Auditor Competence and Professional Development
- Ethical Conduct and Professional Due Care in Auditing
- Legal and Regulatory Requirements Relevant to Auditing
- Strategies for Managing Difficult Audit Situations and Conflict Resolution

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Certified Internal Auditor (Management Systems)**
- > **Quality Assurance and Compliance Manager**
- > **Information Security Management System (ISMS) Auditor**

FREQUENTLY ASKED QUESTIONS

Q: Given that Microsoft is the vendor for this course, how does its approach to Management Systems Auditing differ or provide unique insights compared to other generic auditor training programs?

Microsoft's extensive experience managing complex global systems translates into a highly structured, process-oriented training. This course emphasizes not only the fundamental ISO 19011 guidelines but also incorporates best practices for leveraging digital tools and systematic approaches typical in large enterprises, providing a robust, practical framework that goes beyond theoretical concepts often found in other programs. You'll gain insights into how a leading tech company approaches governance and compliance.

Q: What specific foundational knowledge or professional background should I possess to excel in this Intermediate-level Management Systems Auditor Training Course?

While no formal prerequisites are strictly enforced, participants will greatly benefit from a basic understanding of management systems (e.g., quality, information security, environmental) or prior experience working within a structured organizational framework. Familiarity with the concepts of continuous improvement and risk management will also enhance your learning experience and application of the course material.

Q: How can the auditing skills acquired from this course be leveraged in roles beyond traditional internal audit positions, particularly in areas like supplier management or project quality assurance?

The skills gained are highly transferable. Beyond internal audits, you'll be equipped to perform robust supplier audits, ensuring vendor compliance and performance in supply chain management. You can also integrate auditing principles into project management to assure quality and adherence to specifications throughout project lifecycles. Furthermore, the ability to identify systemic issues and recommend improvements makes you a valuable asset in compliance, risk management, and operational excellence departments across various industries.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

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READY TO ENROL?

Take the next step in your technology career.

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