

Learning and Development 

Audit Report

*Findings and recommendations from the L&D audit report*

*completed mm/dd/yyyy.*

## 

## 

## 

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## Executive Summary

*In your executive summary, provide a concise overview of the report, including the high level information of each section and any findings, conclusions and recommendations.*

## Introduction

*In the introduction, explain the rationale for the audit and provide context for readers on:*

* *Why the audit was conducted*
* *The information they will find in the report*
* *Where they can submit feedback or questions*

## Learning and Development Strategy

### Methodology

*In your methodology sections, outline the methodology used to gather information, including any data gathered and any surveys or interviews conducted.*

*Explain why each methodology was used and the goal/objective of each method. You can also include any constraints, risks, or challenges you encountered during the audit process.*

### Key Findings

*In your key findings sections, outline the key findings of the audit. This can be a detailed account of your gap analysis or any areas that you feel require further investigation so that recommendations may be produced.*

*You can also include visual representations of your key findings, such as tables, graphs and charts to further illustrate or highlight key data points.*

### Corrective Actions

*In your corrective actions section, provide any recommendations you uncovered as a result of the audience. This includes additional resources, process modifications, training, new technology, etc.*

## Operations and Processes

### Methodology

### Key Findings

### Corrective Actions

## Learning Technology

### Methodology

### Key Findings

### Corrective Actions

## Summary

*Use the summary section to consolidate all the key findings and recommendations into one section.*

## Conclusion

*In conclusion, you can include any key points from the report, reflections on how the audit went, and recommendations for how to improve on the audit process in the future.*

## References

*In the references section you can outline all the data points used to conduct the audit and extract key findings and recommendations. This includes any external reports used to guide the audit.*