

3
INTENSIVE
Workshops

INTERNAL AUDIT

Essential Skills

1
Introduction to
Internal Control
7 CPD Points

2
Audit Planning
7 CPD Points

3
Risk Based
Internal Audit
7 CPD Points

Workshops 1, 2 and 3
will be held in

Singapore

on 28th, 29th and 30th
September 2009

Kuala Lumpur

on 20th, 21st and 22nd
October 2009

Gold Coast

on 2nd, 3rd and 4th
November 2009

Registration : 8.30am
Commence : 9.00am
End : 5.15pm

As internal audit responsibilities increase and our performance comes under scrutiny, it is essential that every staff member in an internal audit department is technically robust and skilled. These workshops are about getting the essentials right in the main critical success areas - planning, risk and control. These intensive workshops are hands-on and 100% practical with 75% case studies and real-life issues. The audit executive, the senior and the manager will learn tried and tested techniques they can put in practice immediately.



Presenter **Yee Chai Lih**

Practical
Case-Study
Based
Trainer

Chai Lih is a Chartered Accountant. As a Manager with Columbus Circle Governance (CCG), he has a special focus on risk management, risk-based internal audit and corporate governance advisory services. He focuses on companies involved in manufacturing industrial products, engineering & construction, property development, automobile related industry, consumer products and financial services

Chai Lih has provided risk management, corporate governance, SOX advisory and internal audit services to various organisations and he has specific experience in business process improvement, business risk assessment and determination of policies and controls assessment. He has made various presentations on the topics of internal control, internal audit, risk management and corporate governance to audit committees and senior management. Chai Lih is also a trainer in the

topics of internal audit, risk management and corporate governance to audit committees and senior management.

Prior to joining CCG, Chai Lih spent several years with a leading Malaysian bank carrying out audits of bank branches, including all aspects such as credit, operations and liquidity management.

He recently completed a strategic review of the Internal Audit Department of a leading bank to ensure its preparedness for future audit challenges. He further developed and helped deliver training that would address the alignment of audit towards the risk profile of the bank.

Chai Lih is editor of CCG's industry newsletter, "Governance Briefing" and he has successfully delivered projects in Malaysia, Hong Kong, Singapore, Sudan & Australia.

INTERNAL AUDIT *Essential Skills*

Detailed Content

Workshop 1: Introduction to Internal Control

- ✓ Introduction to Internal Control Frameworks
 - Definitions and concepts of internal control
 - COSO Framework of Internal Control
 - Control Environment
 - Risk Assessment
 - Control Activities
 - Information and Communication
 - Monitoring
- ✓ Introduction to Controls and Risk Models
 - Applications of Internal Control in the public and private sectors
- Application of Enterprise Risk Management in the public and private sectors
- ✓ Control Environment
 - Critical elements
 - Key role of auditors & accountants in the structure of the control environment
 - Case study and Presentation
- ✓ Application of the COSO Framework
 - Linking objectives to control activities
 - Case study and Presentation
- ✓ Monitoring, Information and Communication
 - How internal controls are monitored
 - How control activities are integrated into the management process of information and communication
- ✓ Specific Internal Control Techniques
 - Segregation
 - Reconciliations
 - Preventive & detective controls
 - Framework level controls
 - Supervisory controls & reviews

Workshop 2: Risk-Based Audit Planning

- ✓ International Professional Practices Framework Check
 - 5 steps to ensure effectiveness of the risk register
 - Adding the audit perspective to the risk register
- ✓ Why Risk-Based Audit Planning?
 - Understand the resources it takes to formulate a good and risk-based audit plan
 - Understand and build-in concerns and views of key stakeholders
 - Strategy that sets a framework for risk-based audit planning
 - Drive new interpretations of audit's role
- ✓ Basic Planning Techniques
 - 5 steps of Planning
- ✓ Using the Corporate Risk Register
 - Adequacy of the risk register for audit
- ✓ The Annual Audit Plan
 - Definition of an audit universe
 - Suitable framework for audit coverage
 - How to acquire a conceptual view of the organisation
 - Make clear what services audit provides
 - Initial survey
 - Control Self Assessment
 - Quality Assurance
- ✓ Project Management
 - Project Management methodology
 - Project goals
- Project risk management
- Set tasks with planning schedule
- ✓ Keeping the Accent on Risk
 - Focus on risk
 - Responsiveness to the risk management cycle
 - Alignment of audit planning with corporate priorities
- ✓ A Holistic Approach to Risk-Based Audit Planning
 - Support corporate strategy and disclosure obligations
 - Development of audit strategies
 - Contribution of individual audit work to good governance, effective risk management & better internal controls

Workshop 3: Risk Based Internal Audit

- ✓ Back ground to Risk-Based Internal Audit
 - The role and purpose of internal audit
 - The added value role of internal audit
 - Internal audit through the years
- ✓ Corporate Governance
 - Why corporate governance?
 - Fitting the pieces of the jigsaw together
 - What does 'good' corporate governance look like?
- ✓ Internal Audit Risk Assessment and Internal Audit Planning
 - Assessing controls in common business areas
 - Why risk based-audit planning and audit planning techniques?
 - Case study and Presentation
- ✓ Testing and Reporting
 - Devising tests for assessing control effectiveness
 - Practical issues in conducting sample tests
- Understanding the results of sample tests
- ✓ Risk Based Reporting and Follow Up
 - Exit interviews
 - The diagnosis: separating symptoms from causes
 - Report grading techniques and risk alignment
 - Challenges in risk-based internal audit reporting
 - The way forward

REGISTRATION FORM

Register Now. Contact the Columbus Marketing Team.

e mail: maureen@cct-global.com

Tel: +603 2718 9688 **Fax:** +603 2718 9788

Register on-line: www.cct-global.com

Address: 16th Floor, Menara Park,
Jalan Yap Kwan Seng,
50450 Kuala Lumpur, Malaysia.

■ **Seminar: INTERNAL AUDIT: Essential Skills**

Please indicate in which city you wish to attend: Singapore Kuala Lumpur Gold Coast

Fees : per workshop

Special Price for all 3 Workshops

All options inclusive of course materials & refreshments.

S\$340

S\$810

MYR800

MYR1,950

A\$270

A\$650

Pay by cheque in your own currency or US Dollar equivalent.

Please indicate below the workshops you wish to attend:

- Workshop 1: Introduction to Internal Control**
 Workshop 2: Risk-Based Audit Planning
 Workshop 3: Risk Based Internal Audit

Payment Method: Payment must accompany registration and may be by cheque or bank draft.

Cheque: Made payable to **Columbus Circle Governance Sdn Bhd.**

Participants to be registered:

1. Name _____ Position _____
Email _____ Telephone _____
2. Name _____ Position _____
Email _____ Telephone _____
3. Name _____ Position _____
Email _____ Telephone _____

Name of Organisation _____

Address _____

Tel _____ Fax _____

Email _____

Signature _____ Position: _____ Date ___/___/___ (This booking is invalid without a signature).

Confirmation Details: After receiving payment a receipt will be issued. If you do not receive a letter outlining joining details two weeks prior to the event, please contact us.

INDEMNITY: Should for any reason, the venue or speakers change, or the event be cancelled due to an act of terrorism, extreme weather conditions, government requirement or industrial action, CCG shall endeavor to reschedule but the client hereby indemnifies and holds CCG harmless from and against any and all costs, damages and expenses, which are incurred by the client. The construction, validity and performance of this Agreement shall be governed in all respects by the laws of Malaysia to the exclusive jurisdiction of whose courts the parties hereby agree to submit.

Terms & Conditions

1. Fees are inclusive of programme materials and refreshments. 2. Payment Terms: Following completion and return of the registration form, full payment is required. PLEASE NOTE: payment must be received prior to the event date. A receipt will be issued on payment. Due to limited space, we advise early registration to avoid disappointment. A 10% cancellation fee will be charged under the terms outlined below. We reserve the right to refuse admission if payment is not received on time. Unless otherwise stated on the booking form, payment must be made in Ringgit Malaysia or US\$. 3. Cancellation/Substitution: Provided the total fee has been paid, substitutions at no extra charge up to 14 days before the event are allowed. Cancellations must be received in writing by mail or fax 14 days before the event date, in order to obtain a full credit for any future CCG conferences and workshops. Thereafter, the full conference fee is payable and is non refundable. Non-payment or non-attendance does not constitute cancellation. By signing this contract, the client agrees that in case of dispute or cancellation of this contract that CCG will not be able to mitigate its losses for any less than 10% of the total contract value. If, for any reason, CCG decides to cancel or postpone this workshop, CCG is not responsible for covering airfare, or other travel costs, nor any consequential loss, incurred by clients. The event fee will not be refunded, but can be credited to a future conference. Event programme content and venue is subject to change without notice. 4. Copyright: All intellectual property rights in all materials produced or distributed by CCG in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is strictly prohibited. 5. The organiser reserves the right to change any details or speakers of the event without prior notice. Organised by Columbus Circle Governance Sdn Bhd 730656X