

A Hands-on & Practical Masterclass

Participants
are entitled
to 13 CPE
Hours

THE DEVELOPING INTERNAL AUDITOR

**DEVELOPING NEW APPROACHES TO THE DIFFICULT CHALLENGES FACING
AUDIT MANAGERS AND HEADS OF AUDIT**

31st (Mon) October & 1st (Tue) November 2011
The Empire Hotel & Country Club, Brunei Darussalam

168 WAYS TO IMPROVE YOUR AUDIT REPORT

3rd (Thur) & 4th (Fri) November 2011, Hotel Mulia Senayan Hotel, Jakarta – Indonesia



Presented by:
Mr. Phil Griffiths, FCA, AIIA
Business Risk Management Ltd

**Phil's games are full of insight. Great lecturer,
speaking from high experiences with great
innovations.**

PT. Bank Niaga TBK, Treasury & CS Audit Head

Organised by:



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The Developing Internal Auditor

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Dear Audit and Review Professionals:

Modern Internal Audit is light years away from the basic compliance and checking function it once was. Energised by the need to provide broader assurance and a new definition of Internal Auditing, many Internal Audit functions find they need to perform a much more comprehensive spectrum of audits than ever before – leading an audit assignment therefore has become a much more demanding role. In particular the addition of internal consultancy has introduced an entirely different dimension to the profession. Practitioners have now to expand their role as facilitators and advisors at the same time demonstrating that they are adding measurable added value.

These responsibilities and challenges require a new set of techniques, skills, and tools. Strong communication skills are particularly essential in this highly challenging environment, whether you are facilitating control self-assessment workshops, negotiating your ideas with management or communicating your observations in the form of audit reports.

This workshop has been designed to provide those responsible for leading audit assignments with the most up to date information on this worldwide best practice and provide you with practical and proven techniques to help you increase your personal impact and career prospects.

Who Should Attend:

- Internal Auditors with 1-3 years experience
- Auditors responsible for planning and leading audit assignments
- Internal Auditors who have been or are about to be appointed to an audit management role
- Any senior auditor responsible for managing people



About the Trainer: Mr Phil Griffiths, FCA, AIIA

A Chartered Accountant, he has over 25 years' experience in internal audit, risk management and fraud prevention as practitioner, professional adviser, consultant and trainer. He has held top management positions with a number of international groups, in roles embracing finance, internal audit, risk management, IT and general management.

He specialises in:

- Assisting senior management to identify, manage and then exploit the risks within their business via facilitated business risk management programmes
- Helping internal audit functions to implement world class standards
- Benchmarking internal audit and risk management – the BRM Ltd. database has information from over 2000 organisations across the world
- Fraud prevention, detection and investigation programmes tailored specifically to clients requirements
- Training both private and public sector organisations in all the above disciplines.

Phil is recognised as an accomplished and charismatic facilitator, trainer and lecturer having advised many renowned organisations, coordinated top-level events and addressed national and international conferences on a wide range of critical business topics.

He has published research into many aspects of the audit and risk management challenges faced by organisations, the latest being his new book 'Risk Based Auditing'

He has worked extensively with all sectors in the Far East during the past 5 years to enable such organisations to exploit their potential by managing their strategic risks and/or enhancing the effectiveness of their internal audit functions.

Phil's explanation is very clear and concise (very flowing). Excellent workshop! *Bank Indonesia, Senior Analyst*

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Day 1 – Meeting Management's Expectations

Exercise 1: 'The Bamboo Cane' - a thought provoking exercise to set the scene

- Internal Audit primary roles, objectives and challenges
- What are the keys to success?
- Management expectations – and how to exceed them
- Determining the level of Assurance required
- Definitions and trends
- The Professional Standards
- Misconceptions about the role

Exercise 2 – The challenges (using SWOT analysis)

- How should you coordinate your efforts with other assurance providers?
- Reporting lines – influence and impact
- Relationships with management
- Expressing yourself effectively
- Creating rapport with your customers – tips and techniques
- The 4 management styles – Activists, Reflectors, Theorists and Pragmatists - and the implications for auditors
- Personal drivers and success

Exercise 3 – Management Styles - Working in small groups delegates are asked to determine and compare individual management styles and personal drivers

- Language and impact
- The use of 'powerwords' in your communications
- How to get on the same wavelength as your customer
- Business Communication techniques
- Facilitation – the key skills
- Communication in writing – the audit report
- What management expects
- The IIA Competency framework
- Active listening

Exercise 4 – The Skills Inventory

- Preparing for an assignment
- Objectives and risk
- Areas to cover
- Getting management input
- Explaining the approach to staff of the function being audited
- Treating your customers with respect
- Deciding who to interview
- Audit interviews
- Testing – how to determine how much is necessary
- Walk through tests
- Fieldwork Techniques (compliance, transactional, analytical review, sampling etc)
- How to decide the depth of testing required

Exercise 5 – Meeting with Management



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Day 2 – The Audit in Practice

- Developing Terms of Reference for the assignment
- Determining sources of information
- Getting management input
- Deciding who you will need to interview
- Deciding on the audit team
- Risk based audit
- The transition from systems based to risk based assurance
- The steps needed to embrace a risk based approach
- Translating key risks from the business risk process into the basis of the audit programme
- Assessing actual versus perceived controls
- Monitoring the effectiveness of risk management
- The link between control, risk and objectives
- The Audit manual

Exercise 6 – The audit manual – format and content

- Determining the audit objectives
- Determining the objectives of the function to be audited

Exercise 7 - Undertaking a Risk based Audit (interactive)

- Audits of your choice will be used
- Brainstorm the issues
- Build a picture of the risks
- Consider threats and opportunities
- Plan the assignment
- Determine types of test and techniques to use
- What use could be made of CAAT's?
- Determine the threats to success



Exercise 8 - A team event – 'The big picture'

- Fieldwork Techniques
 - Compliance, transactional, analytical review, sampling etc.
- The differences and how to use them

Exercise 9 – Fieldwork techniques

- Measuring Success and Adding value
- What do management think of you?
- Have they embraced the wider role for IA?
- How have they responded to changes already introduced?
- What challenges have they posed?

Exercise 10 - Audit reputation and measures of Success

- Problem solving
- Dealing with difficult customers
- Reacting to challenges

Exercise 11 – The Puzzle – a real challenge to complete the event

WORKSHOP TIMING:

Registration at	08:30
Workshop starts at	09:00
Morning Coffee Break	10:30 – 10:45
Lunch at	13:00 – 14:00
Afternoon Coffee Break	15:30 – 15:45
Workshop ends at	17:00