



The Institute of Internal Auditors, Singapore

The Secretariat
138 Robinson Road #18-08
The Corporate Office
Singapore 068906
Tel: 6324 9029
Fax: 6220 5972
Email: secretariat@iia.org.sg

14 April 2010

Dear Members

Evening Talk on ***How to Develop an Effective Internal Audit Shop and Talent in these Challenging Times***

27 April 2010 by Mr Andrew Burchfield (CIA, FIIA, FCPA, MRMIA)

What you will gain from this Talk:

YOUR OPPORTUNITY TO...

The main constant in life is change! Challenges surround us and our organisations all the time. This presentation will give you an opportunity to obtain an insight into some alternative approaches for Internal Audit to survive these ongoing challenges.

Presentation Description

This presentation will cover the areas of -

- Customer Satisfaction
- Risk Management
- Audit Planning
- Human Resources
- Audit Communication
- Peer Review
- Marketing of Internal Audit
- Information Technology
- Follow Up

Detailed Presentation Outline

Please refer to Appendix I.

About the Speaker

Andrew has 25 years professional Auditing & Risk Management experience covering time with Coopers & Lybrand in Australia and Vanuatu, the commercial sector and with all levels of Government. Andrew has extensive experience at a senior executive level including over 17 years as a Chief Audit Executive.

Andrew has lectured and tutored at University on auditing and accounting subjects. Andrew has over 17 years experience in presenting professional development courses and making conference presentations in Australia and overseas.

Who Should Attend

Chief Audit Executives, Audit Supervisors or Managers, Audit Committee members.

Details of the administrative arrangements are as follows:

- Date : 27 April 2010
- Time : 6.45 pm – 8.00 pm
(Light refreshments will be provided from 6.30 pm)
- Registration : 6.30 pm
- Venue : **IIAS Secretariat Office**
138 Robinson Road #18-08
The Corporate Office
Singapore 068906
- CPE credit : 1.5 hours
- Fee : \$30 per member (IIA / ISACA Member)
\$25 per member for group of 2 members
\$20 per member for group of 3 members & above
\$40 (Non-member)
*** NO GST payable**
****NO invoice will be issued**
- Closing Date : 21 April 2010

Please return the reply slip together with your cheque made payable to “**The Institute of Internal Auditors Singapore**”. **No invoice will be issued.**

Yours sincerely
Lena Kuok
for Education Committee

REPLY SLIP

To: The Institute of Internal Auditors, Singapore
The Secretariat
138 Robinson Road #18-08
The Corporate Office
Singapore 068906
Tel: 6324 9029
Fax: 6220 5972

Evening Talk on
***How to Develop an Effective Internal Audit Shop
and Talent in these Challenging Times***

27 April 2010 by Mr Andrew Burchfield (CIA, FIIA, FCPA, MRMIA)

From: Mr/Mrs/Ms/Miss _____

Organisation: _____

Mailing Address: _____

Tel: _____ Fax: _____ Mobile: _____ Email: _____

Name of Attendee	Designation	IIA / ISACA Membership No. (where applicable)

Terms and Conditions:

1. Notification of withdrawal in writing received **seven working days or more before** the event will be processed for refund after deduction of \$100 processing fee.
2. No refund will be made for shorter notice but you are welcome to send a replacement.
3. Registration is only confirmed when full payment is received. An official receipt will be sent to you.
4. Payment must be received **before** commencement of the event.
5. No invoice will be issued.
6. IIAS reserves the right to cancel, postpone, alter the programme and/or change the speaker due to unforeseen circumstances.
7. Request for special food arrangement must be made at time of registration.

Enclosed is cheque number _____ for S\$ _____ being payment for _____ IIA / ISACA member(s) @ S\$30 for 1 member, S\$25 per member for group of 2 members, S\$20 per member for group of 3 members and _____ non-member(s) @ \$40.

Participants will be awarded 1.5 CPE hours upon completion of the course.

[Cheque should be crossed and made payable to "The Institute of Internal Auditors Singapore"]

>>>> Complete and Fax to : (65) 6220 5972 for Reservation <<<<<

Presentation Outline

Customer Satisfaction

- Does Internal Audit have customers ?
- How satisfied should they be ?
- Do we know how satisfied they are ?

Risk Management

- Friend or foe of internal audit ?
- Is it difficult ?

Audit Planning

- P Theory
- Finite audit resources but an infinite choice of audit areas
- How to select audit projects that add value for your organisation
- 2 or 3 or 5 year Plans ?
- 10 or 15 or 20 Audit Planning criteria ?
- KISS Theory
- How rigid should an Audit Plan be ?
- Planning based on the expertise of Internal Audit staff
- Do non-financial risks exist ?
- Operational Audits – win win !
- Helicopter landings

Human Resources

- Gen Y staff
- Robot thinking
- Guide or strangle staff
- Modern skill set of staff
- Common sense
- Commitment

Audit Communication

- The why, how, when and form of effective communication.

Peer Review

- Should the auditors be audited ?
- How to maximise the benefits of a Peer Review
- Audit Committee involvement in a Peer Review

Marketing of Internal Audit

- The old perception of Internal Audit
- Should we market ?
- What do we market ? – sharpen the saw !

Information Technology

- Data is king !
- How to find it ?

Follow Up

- Should we perform follow up of audit recommendations ?
- How is follow up best done ?