



The Institute of Internal Auditors, Singapore

The Secretariat
138 Robinson Road #18-08
The Corporate Office
Singapore 068906
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16 March 2010

Dear Members

2 Day Seminar on Internal Audit Methodologies

6 – 7 May 2010 by Mr Jean Yves Le Corre

What you will gain from this Seminar:

YOUR OPPORTUNITY TO...

- Demonstrate you have the right approach to internal control
- Develop an approach that fits the culture and style of organization
- Enhance the value adding of internal auditing
- Better understand the cultural factors that impact the profession
- Learn the different tools, methodology steps for successful internal audit assignments
- Ensure that audit reports are actionable and implemented

Description

The course will introduce the meaning of internal control, the role of internal auditing and how this should adapt the culture of the organization and various management styles. Emerging best practices internationally will also be covered such as the impact of risk management, process management, the role of auditors as consultants and related skills for modern internal auditing. The course will then feature the different steps in conducting review of internal control assignments with examples and practical case situations covering the planning, fieldwork and reporting phases of the audit illustrated by different techniques and tools.

About the Speaker

Jean Yves Le Corre, Msc, Sloan Fellow, Ing.Dipl.

Jean Yves Le Corre is the Founder and Executive Director of InterauditAsia Co. Ltd, a consultancy specialized in learning services for cross-cultural internal auditing and performance management practices in China and the Asia-Pacific region. Jean-Yves is a former trainer at Ifaci (Institute of Internal Audit and Control) in Paris, a Certified Internal Auditor and a Sloan Fellow from London Business School; he brings more than ten years of professional experience in internal audit in large multinationals including Lafarge and Heineken Group where he led an internal audit team. Jean-Yves developed extensive experience in coaching and training internal auditors in Asia and especially in China where he conducted more than 50 seminars over the past two years. Jean Yves is based in China where he currently provides advisory and assistance to multinationals and Chinese companies on internal control and risk management.

Course Outline

Please refer to Appendix I.

Who Should Attend

The session would be suitable for finance managers, accountants, consultants or any professional who need to work on internal control either on a compliance, finance or performance perspective.

Details of the administrative arrangements are as follows:

Date : 6 – 7 May 2010

Time : 9.00 am – 5.00 pm
(Lunch and refreshments provided)

Registration : 8.45 am

Venue : **IIAS Secretariat Office**
138 Robinson Road #18-08
The Corporate Office
Singapore 068906

CPE credit : 14 hours

Fee : S\$900 (IIA / ISACA Member)
S\$1,170 (Non-member)
*** NO GST payable**
****NO invoice will be issued**

Closing Date : 26 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
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The Corporate Office
Singapore 068906
Tel: 6324 9029
Fax: 6220 5972

2 Day Seminar on **Internal Audit Methodologies**

6 – 7 May 2010 by Mr Jean Yves Le Corre

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. IIA 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\$900 and _____ non-member(s) @ S\$1,170.

Participants will be awarded 14 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 <<<<<

Course Outline

Day 1

Part I – Internal Control: Compliance Matter or Management Tool?

- Provide an overview of international trends.
- How internal audit should adapt the corporate environment.
- Develop an approach that fit your company industry and culture.
 - ❖ The internal control debate
 - ❖ Demonstrate the right approach to internal control
 - ❖ Know the culture of your company or organization
 - ❖ Adapt your strategy and approach to internal control
 - ❖ Case of SMEs
 - ❖ Cross-cultural management and impacts on internal audit and risk management

Case 1: Matching the internal control approach with management styles (video)

Part II – Fundamentals and Concepts of Internal Control and Auditing

- Introduce the definitions and concept of modern internal auditing.
- Develop a positive mindset through value-adding internal auditing.
- Understand the process approach.
- Introduce the role of risk management in internal audit
 - ❖ The COSO model
 - ❖ The meaning of controls
 - ❖ The philosophy of the internal audit approach
 - ❖ Objectives, processes and controls
 - ❖ Business control frameworks
 - ❖ Internal Auditors as facilitators
 - ❖ Residual risk

Test quiz review: Know the basics of internal auditing

Part III – The Internal Auditor Role

- Understand the role of the internal auditor as consultant and facilitator.
- Know the critical skills for internal auditing
 - ❖ Reference models
 - ❖ Objectives, risks and processes
 - ❖ Compliance versus efficiency approach
 - ❖ Communication skills

Case 2: The internal audit toolbox

Part IV – Planning an Audit

- Show how to plan and complete audit assignments
 - ❖ Developing an activity plan for the audit
 - ❖ Determining sources of information
 - ❖ Getting management input
 - ❖ Case 3 – Developing a letter of engagement
 - ❖ Deciding who you will need to interview
 - ❖ Developing the audit file
 - ❖ Determining the audit objectives
 - ❖ Case 4 – Problem Solving (practical exercise)
 - ❖ Determining the objectives of the function to be audited
 - ❖ Evaluating the threats to achieve these objectives
 - ❖ Case 5 – Pre-meeting with Management – Role Play
 - ❖ Meeting with management to discuss the audit

Part V – Completing an Audit

- Provide practical tools and techniques you can apply immediately
 - ❖ Explaining the audit approach to staff of the function being audited
 - ❖ Building a picture of the system and processes
 - ❖ Documenting the system
 - ❖ Audit interviews
 - ❖ Case 6 – Audit Interviews – Role Play
 - ❖ Walk through tests
 - ❖ Fieldwork Techniques (compliance, transactional, analytical review, sampling etc)
– the differences and how to use them
 - ❖ Case 7 – Fieldwork Techniques
 - ❖ How to decide the depth of testing required
 - ❖ Audit working papers
 - ❖ The final meeting
 - ❖ Case 8 – The clearance meeting – Role Play

Part VI – Reporting Phase of the Internal Audit

- To enable you to write audit reports with impact
- To enable you to maximize your impact
 - ❖ The need for reports with impact
 - ❖ How do you know a good report when you see one
 - ❖ Case 9 – Features of a best practice report
 - ❖ What management expects
 - ❖ How to assess a report
 - ❖ The psychological problem with reports
 - ❖ Why audit reports are taken as a criticism of management
 - ❖ How to write balanced reports
 - ❖ The Executive Summary – The benefits of writing the Executive Summary before the main report
 - ❖ Influence and Persuasion

Wrap up session

Tips and techniques for success.