



## The Institute of Internal Auditors, Singapore

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1 February 2011

Dear Members

# 3 Day Seminar on Auditor-in-Charge Tools & Techniques

8 – 10 March 2011 by Lilian Tay

**What you will gain from this seminar:**

### YOUR OPPORTUNITY TO...

- Master project management techniques through effective planning, organizational techniques, and expecting the unexpected.
- Learn eight simple planning tools that ensure success.
- Find out how to control the audit by using well-established supervisory, communication, and time-management techniques.
- Identify six steps of effective delegation.
- Learn how to train auditors to perform assigned tasks, solve problems, and document audits properly

### Course Description

Leading an audit team not only requires a great deal of knowledge, it also requires dedication, efficiency, and effective leadership skills. New audit leaders today need to know how to properly run a team so that every project runs smoothly. In other words, they need the skills to lead with confidence.

This stimulating and informative session covers the organization, time management and problem solving skills necessary for managing a successful team. Incorporating diverse teaching methods from lectures to case studies to group discussions, auditors will learn and practice eight simple planning tools that ensure success. Upon completion, participants will also be able to identify the six steps of effective delegation, a tool imperative to running any audit team.

### Course Outline

Please refer to Appendix I

## About the Speaker

Lilian Tay was the Past President of IIA Singapore. She has served on the board of governors for several years, championing the important role of internal auditors, the value that they bring to their organisations and raising the skills and quality of internal audit services in Singapore. Lilian has had many years of experience heading the Internal Auditing function in European offshore banks covering Asia businesses in capital markets, commodities financing, structured finance, corporate finance, global trade services, syndications, and institutional banking services. She has also gained experience in line management roles including General Manager responsible for back office, controls and support functions of an offshore bank and Head of Human Resources for an offshore bank.

Having built her career in banking and internal auditing, Lilian's studies have focused in these areas. She is qualified as a Certified Internal Auditor, Certified Financial Services Auditor, Fellow of the Chartered Institute of Bankers (now known as ifs School of Finance), and also holds a Masters of Business Administration. Lilian's other professional contributions include launching a Singapore Local Centre of the ifs School of Finance, to cater to the networking and educational needs of its members and the financial services industry.

## Who Should Attend

Recently promoted auditors-in-charge or auditors assuming the role of lead auditor of an audit project.

## Details of the administrative arrangements are as follows:

Date : 8 – 10 March 2011

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

Registration : 8.45 am

Venue : TBC

CPE credit : 21 hours

Fee : \$1,050 (IIA / ISACA Member)  
\$1,365 (Non-member)  
**\* NO GST payable**  
**\*\*NO invoice will be issued**

Closing Date : 25 February 2011

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  
Melinda Sam  
for Education Committee

# REPLY SLIP

To: The Institute of Internal Auditors, Singapore  
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Tel: 6324 9029  
Fax: 6220 5972

## 3 Day Seminar on **Auditor-in-Charge Tools & Techniques**

8 – 10 March 2011 by Lilian Tay

From: Mr/Mrs/Ms/Miss \_\_\_\_\_

Organisation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

| Name of Attendee | Designation | IIA / ISACA Membership No.<br>( where applicable ) |
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### 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. Programme may be subject to change.
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\$1,050 and \_\_\_\_\_ non-member(s) @ S\$1,365.

**Participants will be awarded 21 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

### ROLES AND QUALITIES OF AUDITORS-IN-CHARGE

- The multi-faceted role of the auditor-in-charge
- Duties and qualities of the successful auditor-in-charge
- Perform a self-analysis: the first step toward improving managerial skills

### CASE STUDY

- Familiarization with case study to be used throughout course

### PLANNING THE AUDIT

- The importance of audit planning
- Potential constraints to planning
- The preliminary survey
- Quickly identify who, what, when, where, and how during the preliminary survey
- The opening conference
- Solicit management's involvement during the opening conference
- Write a flexible planning memo that will serve as a guide throughout the audit
- Developing clear, value-added audit objectives during the planning phase
- Using computers in planning and fieldwork
- Examples of various planning tools

### AUDIT PROGRAMS AND STAFFING ASSIGNMENTS

- Nine attributes of an effective audit program
- Four costly mistakes in audit program development
- Developing and revising the audit program
- Assigning audit tasks efficiently and effectively
- Staffing factors to take into consideration
- Steps for effective delegation

### SUPERVISING AND CONTROLLING AUDITS

- Effective supervision techniques
- Avoiding control problems
- Eight simple practices that will keep the audit on target
- New time-management strategies
- Videotape presentation

## **ACHIEVING RESULTS USING PROJECT PLANNING AND MANAGEMENT**

- Qualities of effective project managers
- Keep projects on schedule
- Drafting a project plan
- Estimate resource requirements
- Prevent conflicts among team members

## **REVIEWING WORKING PAPERS**

- Identify attributes associated with quality working papers and review notes
- Write effective value-added review notes
- Develop review points that enhance workpaper communication and encourage auditor confidence and performance
- Tips for using electronic work papers

## **AUDIT CONCERNS AND REPORTS**

- Understand the AIC's responsibilities over audit concerns and reports
- Develop an understanding of the principles of effective audit reports
- Discover the fundamentals of quality audit reports and related issues

## **THE EXIT CONFERENCE**

- Keys to successful exit conferences that will solicit client agreement
- Project a positive and professional image
- Learn techniques that ensure conferences fulfill audit objectives
- Practice conducting an audit exit conference

## **WRAPPING UP THE AUDIT**

- Tasks required to complete audits
- Evaluating management responses to audit reports

## **APPRAISING STAFF AUDITOR PERFORMANCE**

- Performance evaluation principles
- Communicating performance appraisals

## **DEVELOPING A PERSONAL ACTION PLAN**

- Self-assessment exercise - possible solutions