



The Institute of Internal Auditors, Singapore

The Secretariat
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29 July 2008

Dear Members

2 Day Seminar on Best Practices in Internal Auditing

2 – 3 September 2008 by Dr James Roth

What you will gain from this seminar:

YOUR OPPORTUNITY TO...

- See how world-class audit functions are using participative, qualitative, real-time risk assessment.
- Understand how to do risk-based audit projects, enhanced with practical self-assessment tools, recommendations based on industry best practices, and client-friendly audit reports.
- Learn how to evaluate entity-wide controls.
- Discover the common misconceptions about Enterprise Risk Management and how to cost-effectively implement ERM.
- Take away best practice evaluation tools and related documents to use as models to enhance your own practices.
- Be able to transform your audit department into a highly motivated value-adding assurance function.

Program Background

The course material is based on James Roth's 15 years of researching internal audit best practices for a variety of IIA publications.

Course Description

The seminar presents an overview of more than 50 actual practices of world-class audit departments, with practical tips and tricks for implementing these practices. The 300+ page course workbook contains evaluation tools used by these departments and a variety of similar take-away documents that participants can use to dig into the details of the practices covered in the course.

Course Outline

Please refer to Appendix 1.

About the Speaker

This seminar will be conducted by **Dr James Roth, PhD, CIA, CCSA**, President of AuditTrends, LLC, a training firm devoted to researching the practices of leading edge audit departments and teaching them in practical, hands-on seminars. Jim has over three decades of progressive internal audit and teaching experience. He is one of the IIA's leading researchers and seminar developers, with a long list of highly rated publications. In 2008 he was given the Bradford Cadmus Award, the IIA's most prestigious award for individuals who have made outstanding contributions in the field of internal auditing. Jim is an honorary member of the Singapore IIA. This honor was given for his contributions to the development of internal auditing in Singapore.

Who Should Attend

Audit management and auditors with at least one year of experience who can bring ideas for improvement back to their department.

Details of the administrative arrangements are as follows:

Date : 2 – 3 September 2008

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

Registration : 8.30 am

Venue : **Amara Singapore**
Connection 2, Level 3
165 Tajong Pagar Road
Singapore 088539

CPE credit : 14 hours

Fee : S\$1,400 (IIA / ISACA Member)
S\$1,820 (Non-member)
*** NO GST payable**
****NO invoice will be issued**

Closing Date : 25 August 2008

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
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Fax: 6220 5972

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2 – 3 September 2008 by Dr James Roth

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. 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\$1,400 and _____ non-member(s) @ S\$1,820.

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

The New Vision

The new definition of internal auditing

The new understanding of internal control (COSO)

Sample audit department mission – Central Maine Power

Audit Department Structure and Annual Planning Process

Best practice principles

- Align department structure with the business
- Use relationship managers
- Risk assessment that is: qualitative, participative, real-time, strategically focused
- Have a menu of audit services

Best practice examples from DuPont, Fannie Mae, Central Main Power

How to plan, monitor, and aggregate results to form an entity-wide opinion

Added Value Audit Methodologies

Best practice principles

Risk-based auditing

Business process auditing

Best practice web site and database

Participative auditing, using guest auditors

Auditing E-commerce applications – Microsoft

Trends and innovations in audit reports

Control Self-Assessment

The variety of self-assessment tools for evaluating soft controls

CSA workshops

- The two basic techniques
- Two best practice examples

Audit project CSA questionnaire

Entity-wide self-assessment survey

Five principles for evaluating soft controls

When to use self-assessment

How to select the best self-assessment tool for your organization

Self-assessment for hard controls (getting out from under the compliance audit burden)

Enterprise Risk Management

Enterprise Risk Management — Integrated Framework

Results of current IIA research study: *Taking It to the Next Level: Four Paths to ERM and the Sarbanes-Oxley Link*

A practical approach to ERM – Aquila

ERM architecture

Sample risk management policy, risk models, risk maps

Diagnostic tool for risk management maturity

Internal audit's role in ERM

Other Assurance and Consulting Services

Business Process Improvement reviews – DuPont

Internal Control Assessment – DuPont

Internal Control Education – DuPont, Ontario Justice Ministries

Audit's role in mergers & acquisitions – Bank of America

Consulting -- FirstEnergy

Staffing, Work Environment, Marketing and Measuring

Best practice principles

- Staff with multi-disciplinary experts
- How to create a value-adding culture in your department

Competency model for staffing and career development – FirstEnergy

Marketing internal audit: tips and tricks

Post-audit customer surveys – DuPont, FirstEnergy

Audit department performance metrics – FirstEnergy

How to Get There from Here

How to identify and prioritize your key customers

How to determine your customers' needs and expectations

How to develop a vital, shared vision

How to develop a strategic plan

Audit Department Strategic Plan – FirstEnergy

Course summary: Profile of a value-adding audit department