



The Institute of Internal Auditors, Singapore

The Secretariat
10 Anson Road
#10-13A International Plaza
Singapore 079903
Tel: 6324 9029
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1 April 2008

Dear Members

2 Day Seminar

Leadership and Supervision Skills for Auditors

29 - 30 April 2008 by Dr James Roth

What you will gain from this seminar:

YOUR OPPORTUNITY TO...

- Learn how to be an effective leader of an audit project team or audit manager.
- Identify your personal communication style, quickly identify another person's style, and adapt your behavior to build a partnership.
- Identify your leadership style and how to improve by applying the "First rule of leadership".
- Learn how to effectively delegate to your staff and get the best performance from them.
- Practice the skills you learn and become a more effective supervisor.

Course Description

This course is a fast-paced, hands-on, how-to, skills building workshop. The theory is sound but simple. You will learn by doing, with a series of audit simulation exercises. You will work through challenging leadership situations, learning how to deal with a variety of staff members and difficult situations. The course content is varied, with lecture, interactive discussion, exercises, and video. You will not get bored!

About the Speaker

James Roth, PhD, CIA, CCSA, is president of AuditTrends, a training firm devoted to identifying and communicating the best of current internal audit practice. Jim has been in the profession since 1980 and has a wide range of personal experiences to draw on. Seminar participants frequently comment on how practical his material is and how much attendance at earlier seminars helped them improve.

An energetic and motivating speaker, Jim is one of the profession's most highly rated presenters. For more information, visit www.auditrends.com.

Who Should Attend

Auditors who lead audit projects and audit managers.

Details of the administrative arrangements are as follows:

Date : 29 – 30 April 2008

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

Registration : 8.30 am

Venue : **Grand Plaza Park Hotel**
Coleman Room, Level 1
10 Coleman Street
Singapore 179809

CPE credit : 14 hours

Fee : S\$1,200 (IIA / ISACA Member)
S\$1,560 (Non-member)
*** NO GST payable**
****NO invoice will be issued**

Closing Date : 19 April 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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Singapore 079903
Tel: 6324 9029
Fax: 6220 5972

2 Day Seminar

Leadership and Supervision Skills for Auditors

29 - 30 April 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. 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\$1,200 and _____ non-member(s) @ S\$1,560.

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

Overview and Introductions

Course objectives, agenda, participant introductions

Audit Simulation: Project management challenge

Personal Styles – A More Powerful Audit Tool Than Your PC

Personal style questionnaire: identify your own style

Personal style clues: identify other peoples' styles quickly

Using styles to work with your audit customers

Audit Simulation: First customer contact

Leadership Styles

Doer, Supporter, Team-Builder

The First Rule of Leadership

Eight audit staff personality types, and how to supervise each type

Delegation

Using Personal Styles to work with your audit staff

Guidelines for assigning staff

The twelve step approach to effective delegation

Supervision

The importance of timely, informal feedback - and how to give it

How to deal with difficult staff: "What if?" scenarios

Holding frequent update meetings with your customers and staff

Workpaper review: guidelines and tips

Reporting

Using the 5-attribute approach for developing audit findings to train junior auditors

Participative reporting

Using Personal Styles in reporting audit findings

Exit conference: preparation and presentation

Audit Simulation: Review staff's findings

Audit Simulation: Exit conference

Performance Appraisal

Formal evaluations: preparation and presentation

Performance feedback tips

Model appraisal form and standards

Audit Simulation: Performance evaluation

Conclusion: Profile of a Value-Adding Internal Audit Function