

Center for Internal Advisory Services Philippines

CIASP

2022 TRAINING CATALOG

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Updated June 24, 2022

2022 TRAINING CALENDAR

Online Training through Zoom

SEPTEMBER to NOVEMBER 2022

Date	Fee	Title of Seminar or Program
September 3 & 10	9,408	Audit of Procurement and Payable <i>Note: This particular seminar may be conducted as both face-to-face training and online seminar (hybrid).</i>
September 17, 24, October 1, 8, 15 and 22	7,500	Certified Internal Auditor (CIA) Review Program – Part 1 (Lecture, practice questions, mock exam)
September 20, 21, 22, 23, 27, 28, 29 and 30	19,800	Internal Audit Policy and Procedures Manual with Quality Assurance and Improvement Program (Comes with complete set of ready-to-use comprehensive Internal Audit Manual with forms, templates and workpapers)
October 1, 8 and 15	9,408	Audit Sampling and Root Cause Analysis
October 3, 4, 6, 7, 11, 12, 13, 18, 19, 24, 26 and 27	21,560 Package Rate 19,400 Discounted Rate	Internal Auditing School I - Package (12-day complete course on the internal audit cycle)
October 3, 4, 6 and 7	12,348 Regular rate 11,200 Discounted rate	Internal Audit Strategic Plan and Risk Based Annual Audit Plan
October 11, 12, 13 and 24	12,348 Regular rate 11,200 Discounted rate	Internal Audit Workpaper with Follow up and Monitoring Process
October 18, 19, 26 and 27	9,408	Audit Report Writing with Interviewing and Presentation Techniques
October 17, 18, 20, 21, 25, 26, 27; November 10, 11, 14, 17 and 18	21,560 Package Rate 14,000 Discounted Rate	Risk Based Internal Auditing for Local Government Units (LGUs)
November 5, 12, 19 and 26	7,500	Certified Internal Auditor (CIA) Review Program – Part 2

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Date	Fee	Title of Seminar or Program
		(Lecture, practice questions, mock exam)
November 14, 15, 16, 17 and 18	9,408	IT Auditing Fundamentals
November 21, 22, 23, 24 and 25	9,408	Fraud Audit Fundamentals
November 15, 16, 17, 18, 22, 23, 24 and 25	19,800	Internal Audit's Role in the Risk Management Process (Includes templates, workpapers and Risk Management Manual)

Notes:

- *Seminar fees are inclusive of 12% VAT.*
- *We will advise of any changes in the schedule.*
- *We will aim that all seminars will run as scheduled. However, we will also consider first the feasibility of running the seminar, i.e. if we have reached the target number of pax.*

SUMMARY OF SEMINARS WITH SCHEDULES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Core Internal Audit Courses												
Internal Auditing School I										3, 4, 6, 7, 11, 12, 13, 18, 19, 24, 26 and 27		
IT Auditing Fundamentals											14, 15, 16, 17 and 18	
Fraud Audit Fundamentals											21, 22, 23, 24 and 25	
CAATs Using Excel												
Standardized Audit Program												
Sampling / Root Cause Analysis										1, 8 & 15		
Business Process Mapping											TBC	
IA Workpaper w/ Followup										11, 12, 13 & 24		
Report Writing; Presentation										18, 19, 26 & 27		
Industry or Sector-based Courses												
Risk Based Auditing for LGU										17, 18, 20, 21, 25, 26, 27	10, 11, 14, 17 and 18	
Audit of Credit Cooperatives												
Audit of Donor Funded Projects												
Process-Based Courses												
Audit: Procurement & Payables									3 & 10			
Audit: Manufacturing & Logistics												
Audit: Sales and Distribution												
Audit: Revenue to Collection												
Audit: Inventory Count & Recon												

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Internal Audit Management Courses												
IA Strategic Plan Risk Based Plan										3, 4, 6 and 7		
Project Mgt for Internal Auditors												
IA Manual with QAIP									20-23 27-30			
Governance, Risk Management and Other Courses												
Governance Process												
Enterprise Risk Management											15, 16, 17, 18, 22, 23, 24,25	
Internal Controls on Fin. Reporting										TBC		
Financial Mgt for Auditors												
Certified Internal Auditor (CIA) Review Program												
Part 1									17, 24	1, 8, 15, 22		
Part 2											5, 12, 19 & 26	
Part 3												

Gold shade: Online training through Zoom

IN-HOUSE TRAINING REQUEST

Advantages of In-house training seminars:

- *Your organization saves money.* If you have 15 or more people needing the same training, then an inhouse seminar is the most cost-effective approach.
- *You can customize the training content.* You can select and modify the topics based on your team's training needs analysis and unique requirements.
- *The training schedule and duration are flexible.* You can select the schedule and duration most convenient to your team and aligned with the availability of the speakers.
- *Your people learn as one team.* No need to re-echo a seminar since your team will be there in one venue, having common understanding of the topics and learning from each other through shared experiences and leading practices.

For inhouse training requests, please communicate with us through the contact details below. Please provide the following initial information for us to come up with a draft proposal:

- Name of Organization
- Industry
- Name of Seminar(s) or Program(s) you are interested in
- Number of Participants
- Target Schedule (indicate also if you are open to Saturday training)
- Venue
- Approved Training Budget and inclusions, if applicable

CONTACT DETAILS

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TRAINING PATH

ISPPIA Standard 1230 states: *"Internal auditors must enhance their knowledge, skills, and other competencies through continuing professional development."*

Ideally, the selection of seminars should be the result of a training needs analysis and an intervention program that is part of a **capability planning framework** adopted by the internal audit activity.

In the absence of a defined capability planning framework, the internal audit activity can use as initial reference the IIA Global Competency Framework.

The CIASP seminars are mapped to the applicable competencies defined in the IIA Global Competency Framework.

Another constraint faced by many internal audit organizations is the limitation of the budget for training. For example, only 40 equivalent training hours for the year allocated for each auditor for both internal and external training. This translates to only about one or two external trainings per year for each auditor. This is a limiting factor especially for junior staff auditors who need training the most.

In order to manage this, we recommend that:

- Selection of seminars be carefully made based on the training needs analysis or the performance assessment results or any similar tool. The training path should show progression of learning or should adopt a ladderized approach (e.g., from basic to intermediate). Please see next page for sample training path.
- Explore option for in-house training as a more cost-effective option to address budget constraints. Please see previous page for details.
- Take advantage of opportunities for volume discounts for better management of the training budget and flexibility in deployment of auditors for the selected seminars (which they can later re-echo to the group).

AUDIT STAFF – Suggested Training Path

Basic – (Core Internal Audit Knowledge)	Basic to Intermediate (Specific Knowledge Areas)	Intermediate
<p><i>Either one of the following:</i></p> <ul style="list-style-type: none"> • Internal Auditing School I • Internal Audit Workpaper with Follow-up and Monitoring Process • Risk Based Internal Auditing for LGUs (<i>customized for LGU auditors</i>) 	<p><i>Ideally to take all four:</i></p> <ol style="list-style-type: none"> 1. IT Auditing Fundamentals 2. Fraud Audit Fundamentals 3. Business Process Mapping, Analysis & Improvement 4. CAATs Using Excel <p><i>Enhancement courses on the audit process:</i></p> <ul style="list-style-type: none"> • Audit Sampling and Root Cause Analysis • Standardized Audit Work Program & Test Templates 	<p><i>Suggested courses based on audit engagement assigned to staff:</i></p> <ul style="list-style-type: none"> • Audit of Procurement and Payables • Audit of Manufacturing & Logistics Value Chain • Audit of Sales and Distribution • Audit of Revenue to Collection • Audit of Inventory Count & Reconciliation <p><i>Industry-based courses:</i></p> <ul style="list-style-type: none"> • Audit of Credit Coops • Audit of NGOs / NPOs

AUDIT SENIOR STAFF / SUPERVISOR – Suggested Training Path

Basic – (Core Internal Audit Knowledge)	Basic to Intermediate (Specific Knowledge Areas)	Intermediate
<p><i>Applicable if the senior staff / supervisor is newly transferred to Internal Audit; or wants to be refreshed/updated on the risk based audit approach</i></p> <ul style="list-style-type: none"> • Internal Auditing School I • Risk Based Internal Auditing for LGUs (<i>customized for LGU auditors</i>) 	<p><i>If the senior staff / supervisor has not yet taken all of the 'Basic to Intermediate' courses for Audit Staff (see above), then taking of these courses is still recommended. Otherwise, additional courses are the ff:</i></p> <ul style="list-style-type: none"> • Project Management for Internal Auditors • Enterprise Risk Mgt • Corporate Governance • Financial Management 	<p><i>Intermediate courses for Audit Staff also applicable here based on assigned engagement to supervise. plus ...</i></p> <p><i>Audit courses to enhance supervisory effectiveness</i></p> <ul style="list-style-type: none"> • Internal Audit Strategic Plan & Risk Based Plan • Internal Audit Policy & Procedures Manual • Internal Controls Over Financial Reporting

**AUDIT MANAGER / CHIEF AUDIT EXECUTIVE / HEAD OF INTERNAL AUDIT –
 Suggested Training Path**

Basic – (Core Internal Audit Knowledge)	Basic to Intermediate (Specific Knowledge Areas)	Intermediate
<p><i>Applicable if the audit manager or CAE/HoIA is new to Internal Audit or tasked to set-up an Internal Audit Department (i.e. coming from outside Internal Audit); or needs to be refreshed on the basic risk-based audit approach</i></p> <ul style="list-style-type: none"> • Internal Auditing School I • Risk Based Internal Auditing for LGUs (<i>customized for LGU auditors</i>) 	<ul style="list-style-type: none"> • ‘Basic to Intermediate’ courses for Audit Staff are also applicable here (such as IT Auditing and Fraud Auditing especially if the Manager or CAE wants to know the latest trends or emerging risks on IT Auditing and Fraud) • All of the ‘Basic to Intermediate’ courses for Senior Staff / Supervisor (see above) are also applicable here. 	<p><i>Courses to enhance audit management effectiveness and ensuring a quality internal audit function</i></p> <ul style="list-style-type: none"> • Internal Audit Strategic Plan & Risk Based Plan • Internal Audit Policy & Procedures Manual with Quality Assurance and Improvement Program • Internal Audit Role in the Risk Management Process

LIST OF SEMINARS WITH BRIEF DESCRIPTIONS

CORE INTERNAL AUDIT COURSES

Internal Auditing School I (Complete course on the internal audit cycle)

Duration: 10 equivalent days (20 sessions) *Level:* Basic

Description and Objectives: This program will provide a comprehensive, hands-on and systematic approach to understanding all the key areas of the internal audit process. It will provide the participants with the critical knowledge, skills and competencies for them to perform their job effectively. This program is ideal for new internal auditors as well as for experienced internal auditors who want to refresh their knowledge on leading practices or benchmark with other participants and organizations.

Key Topics: Developing the Risk Based Audit Plan; Planning and Conducting the Individual Audit Engagement; Establishing Credible Workpaper System; Data Gathering Tools; Interviewing Techniques; Communicating Results Through Report Writing and Effective Presentation; Follow-up and Monitoring Progress

IT Auditing Fundamentals

Duration: 2.5 days (five sessions) *Level:* Basic to Intermediate

Description and Objectives: The objective of this course is to provide a general overview of IT Auditing, within the context of today's business environment that is highly dependent on IT. At the end of the course, the participants are expected to understand the value of IT and IT controls in Business Operations and Strategy. They will also understand Information Systems control and auditing frameworks

Key Topics: IT Auditing within the Broader Audit Organization; IT Control Frameworks; IT Governance and its Impact to Organization IT Controls; IT Services Catalogue (Portfolio); Software Licensing; IT Service Management (IT Operations); IT and Business Continuity; Information Systems Acquisition, Development and Implementation; Controls in Business Applications Systems; Security – Encryption; Security – Application Authentication; Privacy – Personal Identifiable Information (PII); Effective Communication

Fraud Auditing Fundamentals

Duration: 2.5 days (five sessions) *Level:* Basic to Intermediate

Description and Objectives: This seminar will equip the participants with the foundational knowledge of the different aspects of fraud auditing. Participants will learn about fraud

awareness, fraud responsibilities, fraud risk assessment, fraud prevention and detection program and fraud investigation. At the end of the seminar, the participants are expected to have the capability to incorporate fraud auditing into their audit process and contribute to improving the risk and control environment in their organization.

Key Topics: Fraud Awareness; Fraud Responsibilities; Fraud Risk Assessment; Fraud Prevention and Detection; Fraud Investigation; Forming an Opinion

CAATs Using Excel

Duration: 2.5 days (five sessions) *Level:* Basic to Intermediate

Description and Objectives: This course will teach you how to accelerate your financial, accounting, operations and audit process over 10 times faster using simple and innovative functions in Excel. This is the first part of Excel seminar series that will take your financial, accounting and audit process into another level. Learn the basic tricks to better performance.

Key Topics: CAATs Phases: I. Planning your project; II. Acquiring the data; III. Accessing the data; IV. Verifying the integrity of data; V. Analyzing the data; VI. Reporting your findings; Cases: Accelerating Upload of Data; Validating Data; Manipulating data; Manipulating data I Alpha 1; Manipulating data I Alpha 2; Normalizing data; Cleansing data; Accelerating reports; Creating amazing visuals 1; Presenting to win; Creating amazing visuals 2; Consolidating data

Developing Standardized Audit Work Program and Test Templates

Duration: 2 days (four sessions) *Level:* Basic to Intermediate

Description and Objectives: An internal audit organization is primarily and largely focused on core business operations. And most of the time, these core business operations are already composed of well-established and defined day-to-day processes. The objective of this course is to help the participants identify these day-to-day processes and create standardized audit work program and test templates to effectively and efficiently carry out internal audit engagements and even periodic controls self-assessment exercises.

Key Topics: Internal Auditing Concepts; Risk Universe; Understanding the Organization and Business Operations; Developing the Audit Program and Test Templates: Key Examples – Accounting, Accounts Receivable, Distribution, Sales

Audit Sampling and Root Cause Analysis

Duration: 2 days (four sessions) *Level:* Basic to Intermediate

Description and Objectives: This seminar will enable the participants to: determine the importance of sampling and root cause analysis in producing quality results; determine the appropriate sampling approach and methodology; determine various root cause analysis tools; and integrate information to provide value-adding audit findings and conclusions.

Key Topics: Sampling: Developing the Sampling Plan and Methodology; Determining When Sampling is Appropriate and Efficient to Meet Audit Objectives; Sampling Methods – Statistical and Non-Statistical; Types of Risks (sampling risk and non-sampling risk); Statistical Sampling Decisions; Sampling Operations (sample design; sample selection procedures; estimation procedures); Attribute Sampling; Variable Sampling; Other Sampling Methods; Root Cause Analysis: Root Cause Analysis (RCA) Basics; Three Steps for Resolution; Seven Basic Tools for RCA: 1. Ishikawa Diagrams, 2. Check Sheet, 3. Control Chart, 4. Histogram, 5. Pareto Chart, 6. Scatter Diagram, 7. Stratification; Five Advanced Tools from Operations Research: 1. Survey Sampling, 2. Acceptance Sampling, 3. Statistical Hypothesis Testing, 4. Design of Experiments, 5. Multivariate Analysis

Business Process Mapping, Analysis and Improvement

Duration: 2 days (four sessions) *Level:* Basic to Intermediate

Description and Objectives: This seminar/workshop will equip the participants with the knowledge and techniques to identify, design, execute, evaluate, review and improve either the components of a process or the overall process itself. This will also follow the principles and practices of Six-Sigma. The learnings and output will be useful in process re-design or re-engineering that will help the organization become more efficient and deliver savings both in time and costs.

Key Topics: Fundamentals of Business Process Mapping and Review; Business Process Review Elements and Steps: Process Identification, Interviewing and Map Generation, Map Analysis and Common Pitfalls and Traps, Customer Mapping, RACI Matrices, Gantt Charts, Enterprise Risk Management and Process Mapping; Key Challenges and Leading Practices; Six-Sigma Approach to Process Deep-dive: I. Introduction to Six Sigma; Tools and Techniques; Business Process Improvement using Six Sigma Tools; Practical Application/Workshop

Audit Rating System with Follow-up and Monitoring Process

Duration: 3 days *Level:* Basic to Intermediate

Description and Objectives: At the end of the seminar, the participants are expected to: Understand the principles and practices of governance, risk management and control as it applies to the audit rating system; Develop ways to build an audit rating system that is responsive to the needs of the organization; Apply the audit rating system when assessing effectiveness of risk management and control at the organization level, process level, and activity level to ensure consistency and alignment; Understand the key principles and techniques of maintaining a follow-up and monitoring system; Determine the level of work and approach in validating the implementation of management actions;

Key Topics: Internal Auditing Framework; Audit Rating System: Risk and Control Frameworks; Setting the Organizational Context; Applying the Audit Rating System to the Organizational Context; Audit Rating System for the Whole Organization; Audit Rating System Across Departments or Entities Within the Organization; Audit Rating System Within a Department, Process or Entity; Integrating the Audit Ratings and Reporting on the Results; Follow-up and Monitoring Process: Establishing the Follow-up and Monitoring System; Implementing the Follow-up and Monitoring System; Reporting to Senior Management and the Board; Communicating the Acceptance of Risk

Internal Audit Workpaper with Follow-up and Monitoring Process

Duration: 4 days (eight sessions) *Level:* Basic

Description and Objectives: At the end of the seminar, the participants are expected to: Understand the key components and stages of the overall audit process; Determine the appropriate workpaper to be produced at each stage of the process; Understand the techniques, principles and practices of producing a good quality audit workpaper; Develop a systematic method to integrate the data to support the audit engagement results; Understand the key principles and techniques of maintaining a follow-up and monitoring system; Determine the level of work and approach in validating the implementation of management actions;

Key Topics: Internal Audit Workpaper: Internal Auditing Overview; Key Principles for Documenting Information; Qualities of a Good Workpaper; Workpaper Techniques; Workpapers in the Planning, Performing, Reporting and Monitoring Stage of an Internal Audit Engagement; Follow-up and Monitoring Process: Establishing the Follow-up and Monitoring

System; Implementing the Follow-up and Monitoring System; Reporting to Senior Management and the Board; Communicating the Acceptance of Risk

INDUSTRY OR SECTOR-BASED COURSES

Risk Based Internal Auditing for Local Government Units (LGUs)

Duration: 10 equivalent days (20 sessions) *Level:* Basic

Description and Objectives: At the end of the seminar/workshop, the participants will be able to: Understand the role of internal auditing under a governance, risk management and control framework in an LGU setting; Explain the risk-based audit process and the key elements, procedures and tools; Identify key issues, assess risks and vulnerabilities, and recommend areas for improvement; Enhance their skills and technical expertise in the area of internal audit and controls to deliver added value to the LCE, management, and other stakeholders.

Key Topics: Internal Auditing under a Governance Framework / LGU setting; Developing the Internal Audit Strategic Plan; Establishing the Annual Risk-Based Plan of Engagements; Conducting the Individual Audit Engagement (planning, performing, reporting, interviewing, presentation and monitoring); Discussion of common audit issues, process gaps, recommendations and good practices per LGU office/department or type of service

Internal Audit and Financial Controls of Credit Cooperatives

Duration: 2.5 days (five sessions) *Level:* Intermediate

Description and Objectives: Participants will learn how to audit the key processes of the credit cooperative or any organization performing similar functions. This will enable the participants to identify key issues, assess risks and vulnerabilities, and contribute to strengthening internal controls. This will result to better governance for the cooperative and higher level of assurance given to the Audit Committee and executive management. Participants will learn the best practices in conducting the audit, including workpapers, templates and reports. Participants can also share their insights and challenges. They can also benchmark their audit practices with the other participants.

Key Topics: Internal Auditing Concepts; Governance Practices for Credit Cooperatives; Internal Controls Review; Audit and Control Areas: Membership (processing membership applications, updating membership status, capital build-up, dividends and patronage refund, capital withdrawal) Loans (loan origination, loan collection, loan maintenance, loan-related adjustments and allowances, loan income, loan remediation and foreclosure, off-balance

sheet activities), Cash Disbursement (processing payment, ATM reconciliation, bank reconciliation, cash reconciliation), Financial Reporting (chart of accounts maintenance, inter-branch transactions, expense allocation and accrual, income accrual, basic financial statements, regulatory reports), Information Security (general and application controls)

Internal Audit and Financial Controls of Projects Funded by Grants and Donations

Duration: 2.5 days (five sessions) *Level:* Intermediate

Description and Objectives: Participants will learn the basics of financial controls, the importance of maintaining a good risk management process and the elements of good governance as applied to projects and programs. It will help the participants perform a compliance audit consistent with the requirements of local and foreign donors, government agencies, and international funding and grant-making institutions.

Participants will learn the best practices in managing the financial and program aspects of donor funded projects. This will help the entity strengthen their organizational controls and be better equipped to meet donor requirements thereby reducing the financial, operational and reputational risks.

Key Topics: Role of Internal Audit and Risk Management; Risk Based Audit; Allowable Costs and Activities (disallowed or questioned costs, shared program costs, indirect costs, large transfer); Period of Availability (before, during and after the grant period); Cash Management (cash planning, cash receipts, cash disbursements, drawdowns, sub-recipient advances, bank reconciliations); Reporting (financial reporting, program reporting: output-based, outcome-based); Eligibility (primary recipients, secondary recipients); Procurement (procurement planning, accreditation of vendors, maintenance of vendor list, validation of vendor performance, procurement system, compliance with anti-terrorism policy, sole source procurement); Program Income (fees for services performed, use or rental of real or personal property, sale of commodities or fabricated items, payments of principal and interest and loans); Equipment & Commodity (use and disposal of equipment, regular count and reconciliation, property records, disposal of equipment, monitoring of fuel consumption); Sub-recipient Monitoring (pre-award assessment, award, implementation, on-going monitoring, project close-out); Special Provisions (anti-discrimination and disability policy, anti-money laundering policy, monitoring of taxes and refunds, required markings and acknowledgements, special provisions in the sub-grant agreement)

PROCESS-BASED COURSES

Audit of Procurement and Payables

Duration: 2 days (four sessions) *Level:* Intermediate

Description and Objectives: The end to end process of materials and service management within the supply chain encompasses Planning to Procurement, and all the way to Payment. In today's business context, the interlinking and best practices of integrating these functions have become a company's potential source of competitive advantage. Different models have evolved since the development of Materials Requirement Planning all the way to the more recent Integrated Business Management framework. This seminar provides the participants with a comprehensive understanding of all the components of the P2P process. The training will be delivered through lecture, facilitated sharing of actual experiences, case studies and group discussions to enable the participants to apply the lessons learned when conducting audit work

Key Topics: Materials and Services Planning; Planning to Procurement to Payment Process; The Sourcing Process; Vendor Master Data and Supplier Management; Procurement Execution and Control; Payables; Ensuring Quality and Innovation; Implementing the Procurement and Payables Audit

Audit of Manufacturing and Logistics Value Chain

Duration: 2 days (four sessions) *Level:* Intermediate

Description and Objectives: At the end of the seminar, the participants are expected to: Understand Value Chain concepts and tools; Learn to use control frameworks applicable to the manufacturing and logistics value chain; Determine the tools, practices and techniques in auditing the key components and areas of the value chain

Key Topics: Definition of the Value Chain and Key Strategies; Organization Design and General Controls; Demand and Supply Planning; Manufacturing Process, Inventory, Fixed Assets and Spare Parts Management; Logistics and Distribution; Financial Controls and Information System; Planning and Executing the Value Chain Audit

Audit of Sales and Distribution

Duration: 2 days (four sessions) *Level:* Intermediate

Description and Objectives: At the end of the seminar, the participants will be able to: Understand the key components of the sales and distribution process, including its objectives,

risks and controls; Learn how to audit the process and provide value adding recommendations to management, Board and other stakeholders

Key Topics: Understanding the Sales and Distribution Process: Understanding the Route to Market Model; Product Flow and Control Points (Logistics and Warehousing, Product Transfers); Understanding the Concept of Head Quarters and Sales Office; Business Planning and Target Setting; Pricing; Day to Day Sales Operations; Back Office Processes (Finance, Sales Assistants); Understanding Treasury Credit Policies; Trade Programs and Trade Point of Sales / Premium Item Management; Managing Bad Order (BOs) and Sales Returns; Sales Office Petty Cash Fund;

Assessing Risk in the Process and Executing the Audit: Risk Assurance over Sales and Distribution - Enterprise-level Risk Assessment – Process and Tools, Risk Categorization, Common Control Issues in Sales and Distribution, Engagement Level Risk Assessment, Scoping – Areas of Audit in a Sales Office and Salesmen Audit, Closing the Audit

Audit and CAATs for Revenue to Collection

Duration: 2.5 days (five sessions) *Level:* Intermediate

Description and Objectives: This innovative program will help you solve your difficulty in managing your sales force and revenue-to-collection process. Participants will have more time in analyzing and auditing the performance of its sales personnel and its revenue and collection reports, thus providing more valuable advice to management. At the end of the seminar, participants will be able to apply the techniques in Excel to make their review and processing of sales force, revenue, collections and receivables data more efficient and fun! Cut several days' work into hours and gain more value-added time in helping management successfully run the business! This program is ideal for internal auditors, sales personnel, revenue accountants, accounts receivable, billing and collection personnel, or anyone who works on Excel.

Key Topics: Sales force management: Sales force planning; Performance monitoring; Revenue to collection process: Pre-assessment of prospective customers; Contract management; Service/product delivery; Billing or invoicing; Collections; Receivables management; Preparing management reports: Analysis by customer (name or location); Analysis by sales representative; Analysis by product

Audit and CAATs for Inventory Count and Reconciliation

Duration: 2.5 days (five sessions) *Level:* Intermediate

Description and Objectives: The participants will learn the essentials on what it takes to successfully audit, assess and complete an inventory count and reconciliation activity. As part of group activity, simulated cases will reinforce the participants' understanding of the process by discussing, deliberating and finding consensus on issues and matters critical to the success of the inventory count activity. This will prepare the participants for their next count and avoid the common pitfalls and problems encountered during the count and reconciliation process. It will also discuss the key elements of the inventory count instruction covering the procedures, forms and responsibilities that need to be observed during the actual count and reconciliation procedures. Cases covered by the seminar include the use of manual count procedures and partially automated process using bar gun technology.

Key Topics: Fundamentals of the inventory count (Composition of the count team; Roles and responsibilities; Principles and leading practices; Audit findings and experiences during count); Scope of the inventory count activity: Type (i.e. cycle count, annual count); Manner (i.e. manual or with the use of bar gun); The inventory count instruction (Procedures; Forms; Flowchart); Processes of the inventory count activity (Planning the activity; Pre-count activities; Conducting the actual inventory count; Summarization of the results of count; Reconciliation of variances; Book-to-physical adjustments)

INTERNAL AUDIT MANAGEMENT COURSES

Developing the Internal Audit Strategic Plan and Risk Based Annual Audit Plan

Duration: 4 days (eight sessions) *Level:* Intermediate

Description and Objectives: At the end of the seminar, the participants are expected to: Understand the process and components in developing the internal audit strategic plan; Formulate the risk based annual audit plan; Assess areas where the internal audit activity needs to improve to deliver on the expectations of the Board, management and other stakeholders; Learn from the other participants and benchmark on existing practices through discussion and sharing.

Key Topics: Internal Auditing Overview; Setting the Context for the Strategic Plan; The Strategic Planning Process: Establish or Review the Mandate of the Internal Audit Activity; Revisit and Understand the Organizational Environment; Discuss with Stakeholders Their Expectations; Develop or Update the Internal Audit Vision and Mission; Assess the Current Situation; Develop Clear Roadmap and Initiatives to Attain the Vision; Let the Strategic Plan

Drive the Annual Risk Based Plans; The Risk Based Annual Audit Planning Process: Understand the Organization; Conduct the Risk Assessment; Determine Priority Areas to Audit; Ensure Adequate Resources to Support the Plan; Enable the Approval, Reporting and Monitoring on the Plan

Project Management Techniques for Internal Auditors

Duration: 2.5 days (five sessions) *Level:* Basic to Intermediate

Description and Objectives: At the end of the seminar, the participants are expected to: Apply and integrate project management principles and techniques when managing and implementing audit projects and engagements; Identify key improvement areas in cost, time, quality and resources, and determine the effective ways to handle them to meet stakeholder needs and expectations.

Key Topics: Basics of Project Management; Audit Kickoff; Audit Planning; Audit Execution and Monitoring; Leadership: Five Critical Conversations

Developing the Internal Audit Policy and Procedures Manual with QAIP

Duration: 4 days (eight sessions) *Level:* Intermediate

Description and Objectives: At the end of the seminar, the participants are expected to: Understand the framework and rationale for developing and maintaining the internal audit policies and procedures manual; Determine the components of the internal audit manual based on the size and structure of the internal audit activity and the complexity of the work; Understand how to improve policies and procedures to be able meet quality assurance requirements and the expectations of stakeholders

Key Topics: Internal Auditing Overview; Quality Assurance Considerations; Internal Audit Manual Framework: Form and Structure; Organizational Environment and Operating Policies; The Internal Audit Activity; Internal Audit Governance: Polices, Guidelines and Procedures: Developing the Internal Audit Strategic Plan; Internal Audit Charter; Independence and Objectivity; Quality Assurance and Improvement Program; Internal Audit Staff: Policies and Procedures: Capability Planning; Human Resource Management (Recruitment, Retention, HR Policies, Performance Measurement); Professional Development; Internal Audit Management: Policies and Procedures: Annual Planning / Risk Based Plan; Reporting to Senior Management and the Board; Coordination and Reliance on Other Assurance Providers; Administrative Support to the Audit Committee; Marketing the Internal Audit Function; Other Administrative Policies; Internal Audit Process: Policies and Procedures: Types of Engagement; Nature of

Work; Engagement Planning; Performing the Engagement; Engagement Supervision; Communicating Results; Follow-up and Monitoring; Special Audit Engagements and Services

GOVERNANCE, RISK, COMPLIANCE AND OTHER COURSES

Enterprise Risk Management

Duration: 4 days (eight sessions) *Level:* Intermediate

Description and Objectives: This seminar will enable the participants to understand the importance of a well-structured and implemented enterprise risk management program to drive the achievement of the organization's strategy and goals. It will help them understand their roles, the critical risks that affect the key processes and the techniques and actions that will manage these risks. This will be an interactive learning experience done through hands-on exercises, case studies, group discussions and the sharing of practical knowledge and experiences by the participants and the facilitator.

Key Topics: Risk Management Concepts; Clarifying Vision and Mission; Revisiting Key Goals and Objectives; Risk Identification; Risk Analysis and Assessment; Developing Risk Strategy and Monitoring; Synthesis, Commitment and Action Plans

Internal Controls Over Financial Reporting – A SOX-based Approach

Duration: 2 days *Level:* Intermediate

Description and Objectives: This program will enable the participants to assess, audit and strengthen the financial reporting process of their organization. The program will use tools, documentation and practices as recommended under a SOX compliance approach. This will enable management and the Board to have greater assurance that their financial, reporting, operational and compliance objectives will be achieved.

Key Topics: Understanding the concept of Financial Statements (FS) Audit; Immersion to Financial Statement Fraud Fiasco; Role of SOX in Financial Statement Audit – a preventive measure; COSO Framework and its interplay with SOX; Introduction to Sarbanes-Oxley Act; Improving Corporate Governance through SOX; The Internal Auditor's Role in SOX – understanding the impact of SOX to IA; Understanding the Concept of Internal Controls over Financial Reporting (ICFR); Operationalizing ICFR; SOX Certification and Reporting SOX results to Audit Committee and the Board; Workshop

Financial Management for Auditors and Non-Finance Personnel

Duration: 2 days *Level:* Basic to Intermediate

Description and Objectives: At the end of the seminar, the participants are expected to: Plan and implement key financial management approaches; Determine appropriate strategies and options to address business opportunities and challenges; Understand key valuation concepts and application to practical business situations; Review, evaluate and report on management of finances

Key Topics: Financial Management Concepts; Securities and Their Valuation; Projects and Their Valuation; Corporate Valuation; Strategic Financing Decision; Tactical Financing Decision; Special Topics

CERTIFIED INTERNAL AUDITOR (CIA) REVIEW PROGRAM

About the CIA

The Certified Internal Auditor is the premier certification offered by the Institute of Internal Auditors (IIA). CIA candidates should fulfill requirements related to education, experience and ethics, among others.

CIA candidates are expected to:

- Possess current knowledge of The IIA's International Professional Practices Framework (IPPF) and demonstrate appropriate use.
- Be able to perform an audit engagement with minimal supervision in conformance with The IIA's International Standards for the Professional Practice of Internal Auditing.
- Be able to apply tools and techniques to evaluate risks and controls.
- Demonstrate knowledge of organizational governance.
- Apply knowledge in business acumen, IT, and management needed for internal auditing.

Part 1 CIA Review

Duration: 4 days (eight sessions) *Level:* Intermediate

Description and Objectives: CIA Part One is well aligned with The IIA's International Professional Practices Framework (IPPF) and includes six domains covering the foundation of internal auditing; independence and objectivity; proficiency and due professional care; quality assurance and improvement programs; governance, risk management, and control; and fraud risk. Part One tests candidates' knowledge, skills, and abilities related to the International

Standards for the Professional Practice of Internal Auditing, particularly the Attribute Standards (series 1000, 1100, 1200, and 1300) as well as Performance Standard 2100.

Key Modules: Foundations of Internal Auditing; Independence and Objectivity; Proficiency and Due Professional Care; Quality Assurance and Improvement Program; Governance; Risk Management; Control; Fraud Risk

Part 2 CIA Review

Duration: 4 days (eight sessions) *Level:* Intermediate

Description and Objectives: CIA Part Two includes four domains focused on managing the internal audit activity, planning the engagement, performing the engagement, and communicating engagement results and monitoring progress. Part Two tests candidates' knowledge, skills, and abilities particularly related to Performance Standards (series 2000, 2200, 2300, 2400, 2500, and 2600) and current internal audit practices.

Key Modules: Internal Audit Operations; Risk Based Internal Audit Plan; Reporting to Senior Management and the Board; Planning the Engagement; Performing the Engagement (Information Gathering, Analysis and Evaluation, Engagement Supervision); Communicating Engagement Results & Monitoring; IT Risks and Controls

Part 3 CIA Review

Duration: 5 to 6 days (10 to 12 sessions) *Level:* Intermediate

Description and Objectives: CIA Part Three includes four domains focused on business acumen, information security, information technology, and financial management. Part Three is designed to test candidates' knowledge, skills, and abilities particularly as they relate to these core business concepts.

Key Modules: Organizational Objectives, Behavior, and Performance; Organizational Structure and Business Processes; Data Analytics; Information Security Concepts; Application and System Software; IT Infrastructure and IT Control Frameworks; Disaster Recovery; Financial Accounting and Finance; Managerial Accounting