



Leadership and Strategy





BUILDING, LEADING AND MANAGING THE INTERNAL AUDIT DEPARTMENT (BLIA)

Leadership and strategy

PRESENTERS: PROZILOG

KEY INFORMATION:

DURATION:	2 DAYS
CPD HOURS:	16
VENUE:	JOHANNESBURG
DATE / S:	7-8 MAY 1-2 NOVEMBER

COST PER DELEGATE (INC VAT):

MEMBERS:	3 100
NON MEMBERS:	3 800

HOW WILL THIS COURSE BENEFIT YOU?

- Participate in a forum to discuss the unique challenges related to managing a small internal audit group in today's fast-paced business environment
- Expand your internal audit network contacts and discover practical approaches to challenging issues.
- Take part in a high-powered program tailored to match the needs and interests of session attendees.
- Learn more about best practices and other resources and how to build them into your audit process
- Interact with your management peers and improve your ability to build and maintain a value-added internal audit activity

COURSE CONTENT

- Putting together the audit team
- Leadership styles and using them effectively
- Principles of management
- Audit project management
- Audit project risk assessment
- Project management
- Time and budget management
- Managing internal audit performance
- The balanced scorecard
- Strategic thinking
 - The five criteria for strategic thinking
 - Downward thinking
 - Checklist for creating strategy
- Tips and hints on managing audit teams

WHO SHOULD ATTEND?

Level 3

Supervisory/competent/senior internal auditors: those who already have a sound, practical grasp of the fundamentals of internal auditing and manage staff

Level 4

For advanced internal auditors: Auditors with excellent understanding of topics being presented, who are interested in exchanging knowledge with instructors and other participants

A 10% discount applies if 2 or more participants from the same company attend this course.

Please be advised of the terms and conditions set out in the General Information and Fee Information sections of this booklet.

Delegates are also requested to review the content and the levels of the courses presented before booking, to ensure they are attending the right course.

THE INTERNAL AUDITOR'S GUIDE TO STRATEGIC THINKING (IAST)

More and more organisations are teaching their key people to think strategically. This makes for more efficient planning, smoother transitions in the time of change and fewer insoluble problems. This course will show you the techniques and set you on the road to efficient and clever strategic thinking.



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HOW WILL THIS COURSE BENEFIT YOU?

After completion you will be able to:

- Understand the techniques required to think strategically
- Think your way through to innovative solutions
- Work with your own preferred mind pattern
- Thinking out of the box
- Bust out of date thinking
- Find the way forward in even the trickiest situation
- Apply the concept of strategic intent and evaluate its appropriateness in your department
- Prepare a competitive analysis of your department with recommendations for strategic development, based on an industry analysis and an understanding of the company's current operations
- Evaluate your own organisation and your department in terms of its core competencies
- Build a strategic plan for your section or department.

- Down board thinking. Life can be like a game of chess: those who can think ahead to understand the consequences of our every move
 - one move ahead is not enough
 - envision the future – how to be a futurist
 - discover opportunities behind obstacles – explore patterns of behavior
- Creative and critical thinking. Most of us do not break away from what we feel comfortable with. If it's not broken, it's tempting to leave it alone until it breaks, but that might be too late
 - how to think outside any box you know
 - techniques to reveal your creative mind
- Checklist for creating a strategy. You've done your thinking now you need to make sure the strategy works and is a winner. Perhaps more importantly that your colleagues agree
 - Objectives
 - SWOT
 - Scenarios, targets and allies

COURSE CONTENT

- Understand yourself and your thought processes
 - The upper level thinking skills. We do not all use our brains in the same way. Nor are our brains wired up exactly like our colleagues. This is what adds value and additional dimensions to the thought processes
 - Your personal thinking capacities
 - Establish your strategic perspective
- The five criteria for strategic thinking. You must get these right if you are to think strategically
 - organisation
 - observation
 - views
 - driving forces
 - ideal position

WHO SHOULD ATTEND?

Heads of internal audit, senior internal audit managers, risk managers and anyone who has to think strategically for the benefit of the organisation or their department. Non internal auditors are also welcome

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PRESENTER: PROZILOG

KEY INFORMATION:

DURATION:	1 DAY
CPD HOURS:	8
VENUE:	JOHANNESBURG
DATE / S:	23 MARCH 29 JUNE 25 OCTOBER

COST PER DELEGATE (INC VAT):

MEMBERS:	1 550
NON MEMBERS:	1 900

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SMART REPORT WRITING FOR SENIOR MANAGEMENT (SMART)

If you are a senior auditor who needs to influence written communications within the organisation, then this course is for you.

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PRESENTERS:

Zach le Roux CIA, CCSA, CA (SA), CIMA, CIAB - Consultant, Audit and Governance Services.

KEY INFORMATION:

DURATION: 1 DAY
CPD HOURS: 8
VENUE: JOHANNESBURG
DATE / S: 9 MARCH
21 AUGUST

COST PER DELEGATE (INC VAT):

MEMBERS: 1 550
NON MEMBERS: 1 900

COURSE SYNOPSIS

The most difficult audit challenge is to produce an audit report that is professional, relevant, persuasive and value-adding. Explore the possibilities of improving report communications by harvesting ideas used by successful audit groups

HOW WILL THIS COURSE BENEFIT YOU?

After completion you will be able to:

- evaluate options for improving reporting within your organization
- deploy a reporting structure that engages and communicates greater value to the reader
- apply strategies to improve the readability of finalised reports

COURSE CONTENT

AUDIENCE AND IMAGE

- style expectations of your target audience
- house-styling communications - do you really need branding?
- the message you want your image to promote
- preferred delivery formats: paper, electronic, or both?
- look and feel of completed reports

Audience and empathy

- trends and changes in the style of audit reporting
- audit rating scales and opinions – translating these for the reader
- inclusion of synopsis data and high level visual devices such as temperature maps, visual risk indicators or scoring tables
- body framework layouts: paragraph structure / table structure / action strip structure

- inclusion of process maps, images, charts and visual aids - careful use of meaningful graphics
- generation of alternative formats: reports in word; reports in excel; reports in PowerPoint
- using software to assist quality assurance

Audience and readability

- brevity and communication
- phrasing, language construction and jargon, avoiding monotony
- constructing a house style: preferred rules of expression, sentence structure and grammar; the use of words
- design and layout - page layout, the use of white space, typographic options, paragraph styling

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