



# TRAIN THE TRAINER – ENTRY LEVEL COURSE (TTTE) **NEW**

LIMITED SPACE

## *Behavioral skills*

### PRESENTER:

PROZIOLOG

### KEY INFORMATION:

DURATION: 3 DAYS

CPD HOURS: 24

VENUE: JOHANNESBURG

DATE / S: 27-29 FEBRUARY

5-7 JUNE

### COST PER DELEGATE (INC VAT):

MEMBERS: 4 650

NON MEMBERS: 5 700

## SEMINAR OBJECTIVES

Identifying, training, coaching and empowering future trainers on an entry level in the Internal Auditing industry to enhance the transfer of knowledge to fellow internal auditors

## COURSE CONTENT

1. Presentation Skills
  - a. Climate setting
  - b. Suggested seating arrangements
  - c. Promote understanding and retention
  - d. Use of pacing to avoid boredom
2. Audiovisual techniques
  - a. Slideshows
  - b. Charting techniques
  - c. Psychology of colour
  - d. Audiovisual materials checklist
3. Basic Facilitation Skills
  - a. Facilitation vs Presentation
  - b. What do facilitators do?
  - c. Group dynamics and group functions
4. Conflict Management
5. International Standards for the Professional Practice of Internal Audit (Including Definition and Code of Ethics)
6. Risk and Control Frameworks

Presentation, facilitation and conflict management skills are assessed through various processes, including video recordings and delegates each receive a formal written assessment on their progress and possible shortcomings

## WHO SHOULD ATTEND?

Individuals who wish to be trained as future trainers with limited or no training experience

### Level 1

Entry or introductory level for those requiring a fundamental understanding

### Level 2

Internal auditors who are already practicing internal audit and have a basic understanding of the subject

### Level 3

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

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.