

Course 1

Best Practices for Internal Audit Department

27 January 2010 • Pearl Continental Hotel, Lahore

28 January 2010 • Karachi Marriott Hotel

Timings: 9:00 am to 1:00 pm

Course 2

How to Identify and Prevent Corporate Fraud

27 January 2010 • Pearl Continental Hotel, Lahore

28 January 2010 • Karachi Marriott Hotel

Timings: 2:00 pm to 6:00 pm

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COURSE OVERVIEW

High performance internal auditing demands broad perspective and capabilities. Today's leading internal audit organizations are no longer limited to hazard avoidance and compliance. They need to demonstrate a command of risk management, business process improvement and knowledge more characteristic of a consultant than of a classic internal auditor. Furthermore, internal auditors are no longer required to focus solely on financial audits. They increasingly need to be able to provide value adding support to management across all areas of operation e.g. IT, marketing, project management etc.

The course has been designed to apprise the participant on the changing roles and its demand in terms of the overall structure of the internal audit function as well as the skill set required ensuring that it truly delivers its new enhanced role.

COURSE OUTLINE

A. Internal audit role	F. Relationship with Board and Audit Committee
B. Internal Audit Planning	G. Role of Internal Audit in Fraud prevention and detection
C. Automation of Internal Audit	H. Risk based Internal Auditing
D. Marketing of Internal Audit	I. Audit documentation and audit manual
E. Skills required	J. Quality Assurance of Internal Audit

COURSE CONTENTS

A- Internal Audit Role

- > Definition
- > Legal provisions governing the role
- > Audit's primary roles, objectives and concerns

B - Internal Audit Planning

- > Determining the level of assurance required
- > Identifying the audit universe
- > Strategic audit planning

C - Automation of Internal Audit

- > Computer assisted audit techniques
- > Automated working paper and reporting

D - Marketing of Internal Audit

- > Methods of marketing
- > Key Performance Indicators (KPIs)

E - Skills Required

- > Outlining the broader range of skills needed
- > Is internal audit a career or a stepping stone?
- > Achieving a blend of experience, competencies and innovation

F - Relationships with the Board and Audit Committee

- > Board requirements of internal audit
- > Developing regular contact with the chief executive
- > The audit committee relationship - how to develop this
- > How to develop effective audit committee reports
- > External audit relationships

G - Role of Internal Audit in Fraud prevention and detection

- > Fraud explained: definitions
- > Who commits fraud?
- > Trends and statistics regarding detected fraud
- > Fraud indicators
- > Auditors fraud toolkit
- > Proactive fraud detection
- > Anti-fraud policies

H - Risk Based Internal Auditing

- > Risk based audit
- > The need to translate the key risks into the basis of the IA programme
- > The options for internal audit involvement in risk evaluation
- > Control risk self assessment

I - Audit Documentation and Audit Manual

- > Job descriptions
- > Audit methodology
- > Annual and quarterly audit plan
- > Time recording
- > Methods of testing adopted
- > Clearance meeting

J - Quality Assurance of Internal Auditing

- > The need for external evaluation as per the IIA standards
- > The need to give comfort to the audit committee regarding best practice

COURSE BENEFITS

The participant of the course will learn to improve audit performance by adopting the most up to date audit techniques. It will also help them to market the internal audit service effectively. Another benefit will be that the learning will help in covering and auditing more challenging and interesting areas of the business which in turn will result in measurable value to their organization.

WHO SHOULD ATTEND

This training course is created for Internal Audit professionals interested in revisiting their function in order to assess whether it is meeting the current day requirement and to also learn about certain tools and techniques to make the function more effective. This can be of particular interest to Directors, Chief Financial Officers and other senior management individuals who want to understand how their Internal Audit can deliver real value and are entrusted with establishing or using the function to improve the control environment. This course is also for everyone interested in improving their knowledge on Internal Auditing and what skill sets are required.

Course 2

How to Identify and Prevent Corporate Fraud

27 January 2010 • Pearl Continental Hotel, Lahore

28 January 2010 • Karachi Marriott Hotel

Timings: 2:00 am to 6:00 pm

COURSE OVERVIEW

Contrary to popular belief, fraud often happens to good organizations and under the supervision of effective managers. It is impossible to prevent fraud absolutely. In fact, any organisation that tried to install controls and to eliminate trust to a level where prevention was certain would grind to a halt. The art is to have effective baseline preventive standards and ownership resources in place, backed up by fail-safe reactive controls so that fraud is quickly detected and effectively resolved. This programme will show you how to investigate and recover from fraud effectively, now and in the future.

COURSE OUTLINE

A. Definition and types of fraud	E. A general overview of Computer Forensics
B. How fraud occurs	F. Prevention techniques
C. How to detect various types of fraud, various tools and methods	G. Fraud Risk Assessment
D. How to investigate fraud	H. How to implement a Fraud Control Framework

COURSE CONTENTS

A - Definition and types of fraud

- > Various standard definition of frauds
- > What are white collar crimes?
- > Accounting Fraud and its schemes

B - How fraud occurs

- > The cycle of Fraud
- > Red Flags

C - How to detect various types of fraud, various tools and methods

- > Automated and other techniques to detect fraud
- > Whistleblowing policy
- > Fraud awareness

D - How to investigate fraud

- > Dealing with initial suspicion.
- > Interviewing suspects
- > Preparing a fraud response plan

E - A general overview of Computer Forensics

- > What is computer forensics?
- > Legal implications relating to evidence
- > How to conduct an investigation

F - Prevention techniques

- > Background checks
- > Tone at the top
- > Code of ethics

G - Fraud Risk Assessment

- > Review of control environment
- > Identification of assets prone to fraud
- > Risk Assessment process

H - How to implement a Fraud Control Framework

- > Fraud Policies and procedures
- > Guidelines for reporting

COURSE BENEFITS

Enter the mind of a fraudster and understand how they work, Deter fraud with advanced corporate planning and processes, Establish awareness and trust among employees to both deter and detect fraud, Determine departmental responsibilities for an effective approach to fraud management, Investigate and prosecute fraud effectively when it is found, Utilize your resources to combat electronic fraud comprehensively, Enforce adherence to anti-fraud guidelines and processes and Explore first-hand examples of fraud and how they were handled.

WHO SHOULD ATTEND

This can be of particular interest to Directors, CFO's, CRO's, VPs, and other senior management individuals responsible for Audit and Control, Fraud Prevention, Risk Management, Security & Auditors and Accountants from the Internal Audit / Internal Control, Risk Management / Risk Analysis, Accounting Compliance & Legal Corporate Governance.



Course Facilitator

Fazal Hussain Gaffoor

FCA, CISA, CIA Chief Internal Auditor, Central Depository Company of Pakistan Limited

A Fellow Chartered Accountant of the Institute of Chartered Accountants of Pakistan. He is also a Certified Internal Auditor (CIA) and Certified Information System Auditor (CISA) and also a member of Association for Certified Fraud

Examiner (ACFE). Presently also serving at the Board of Governors at IIA Karachi Chapter, Board of ISACA Karachi Chapter and ICAP committee on Financial Sector.

He has over 18 years of experience at senior positions with various organizations which include PricewaterhouseCoopers, M/s Khadim Ali Shah Bukhari and Company Limited, JP Morgan Chase and iHilal Financial Services FZ LLC, Dubai. Presently working as Chief Internal Auditor in Central Depository Company of Pakistan Ltd. He has also been involved in various investigations both internal as well as for SECP.

A regular speaker at both local and International forums speaking on wide verity of topics including Accounting, Ethics, Risk , Corporate Governance, Compliance , Fraud , Human Resource and Internal Audit.

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REGISTRATION NOTE

Participation will be confirmed *subject to receipt of payment*.

Substitutions are welcome. Please notify us in writing at least two working days prior to the event. All cancellations must be sent in writing, and will carry a 15% cancellation fee, once a registration request is received and acknowledged by Terrabil.

Workshop fees must be paid in full. No refunds will be given if a written cancellation occurs within 10 working days prior to the workshop. Same applies for delegates who don't attend the workshop without cancellation. Workshop materials will still be couriered to them. However, if you have paid your workshop fee in full and you wish to attend any other workshop from Terrabil within 6 months of the initial registration, you will only be invoiced for 15% of that workshop fee. Please note that you can transfer only once. In the event of unforeseen circumstances, Terrabil reserves the right to cancel or postpone the event.

TerraBiz

Training | Conferences | Exhibitions

We are a business information firm, having managed and organized over 250 events of various calibers during the last ten months of our operations. Among our more recent

events was the Entrepreneurship 09 Conference in August which was held in collaboration with MPF, the Human Capital Management Conference in Karachi and Lahore in April and July this year respectively, the Women in Leadership & Business Conference (WIBCON '09) in collaboration with Pakistan Society for Training & Development in March, Compensation & Benefits Day in June '09 and others.

We also organized the 11th Convention of the Management Association of Pakistan in December last year in Karachi. MAP convention has become the benchmark against which all business conferences are measured. Terrabil is producing another international conference for MAP on 18 November in Lahore. Boeing and many other foreign and local business groups will be participating in that. www.mapconvention.com.

Terrabil organized the first ever conference on Digital Marketing in Pakistan titled Marketing 2.0 which saw the confluence of the top three names in the world of digital marketing - Google, Yahoo and Microsoft, represented by their senior executives from abroad. Global Head of Mobile Marketing P&G was also one of the speakers. www.marketing2.com.pk. Terrabil also organize frequent events with Google Pakistan.

Terrabil is responsible to produce a series of highly successful road shows on the promotion of investment in Pakistani capital markets in different cities. These bi monthly events are jointly hosted by Central Depository Company (CDC), SECP and Karachi Stock Exchange. As part of our operations, we also facilitate international trainers to conduct public workshops in Pakistan. A few of them were 'Six Thinking Hats' with Dr. Sunil Gupta, Life Time Master Trainer of Edward de Bono Tools, HR Balanced Scorecard with Alan Fell; Employer Branding with Dr. Olga Kampaxi, and many others.

Our recent training workshop participants list includes SSGC, OGDCL, KESC, KAPCO, Pakistan Security Printing Corporation, State Bank, National Bank, MCB Bank, ABN AMRO Bank, HSBC Bank, Saudi Pak Bank, Allied Bank, NIB Bank, Mobilink, Ufone, Zong, Wateen Telecom, Telenor, Siemens, Haleeb Foods, National Foods, Cadbury, Getz Pharma, Sanofi Aventis, Novartis Pharma, GSK, PharmEvo, Macter Pharma, Sight Savers, Syngenta, Engro, Coca Cola Beverages, Central Depository Company, HUB Power Station and Aga Khan University.

In February 2010, we will be organizing the Marketing Conference & Exhibition in which BTL & ATL marketing firms will be showcasing their services and products, along with top-most corporate speakers from the sector sharing their thoughts and ideas on various aspects of marketing activities.

Workshop Investment, per participant:

Rs. **5,000/-** for one course

Rs. **9,000/-** for both courses

*Group Discount

Every 4th participant from the same organization is Free

Includes course ware, Terrabil certificate, lunch, refreshments and business networking.

*Discounts are mutually exclusive

REGISTRATION

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