

Junior Internal Auditor Training Plan

Boost your confidence and win your engagements by equipping yourself with the right skill sets. With you in mind, we designed our training path and course offerings to ensure your effectiveness in all stages of the audit engagement.

General Onboarding

- Understanding and Implementing the IPPF
- Tools and Techniques for the Internal Audit Staff
- Evaluating Internal Controls: A COSO Based Approach
- Enhanced Communication Skills for Auditors
- Creative Problem Solving Techniques
- Value Added Business Controls: The Right Way to Manage Risks
- Enterprise Risk Management: An Introduction
- Risk Based Audit Methodology: A Practical Approach
- Fundamentals of Fraud: Prevention, Detection and Classification

Audit Planning

- Conducting Preliminary Survey and Developing Effective Work Programs

Audit Execution

- Interviewing for Results
- Guide to Effective and Efficient Use of CAATs
- Business Process Mapping
- Audit Sampling: Means to an End
- Financial Auditing for Internal Auditors

Audit Reporting

- Writing Effective Audit Reports



Audit Supervisor Training Plan

You are the leader of the engagement team. You are in the unique position of managing your client and guiding your team to an effective engagement. Get things right the first time and equip yourself with the skills to become an effective supervisor. IIA-Philippines offers a complete set of training courses to help you do just that.

General Onboarding

- Skills for the New Auditor-In-Charge
- Business Controls Assurance
- Internal Controls: SOX and COSO Framework
- Overcoming Human Relations Challenges in Internal Auditing

Operational Audit / Specific Engagements

- Specialized Areas
 - > Supply Chain
 - > Procurement
 - > Revenue Cycle, Billing and Collection
 - > Financial Planning and Budgeting
 - > Tax
 - > Risk Management
 - > Human Resources
 - > Construction and Development
- Operational Auditing: Introduction to Advanced
- Auditing the Reliability and Integrity of Financial Statements
- Continuous Assurance
- Consulting: Activities, Skills and Attitudes
- Managing Treasury Risks
- Assessing Risks Related to Complex Financial Instruments

Audit Communications

- Developing Persuasive Audit Reports



Institute of
Internal Auditors
Philippines

for inquiries : raah.seno@iia-p.org

Audit Manager Training Plan

As audit manager, you see the bigger picture. You oversee multiple engagements, work with customers from diverse organizations, and ensure the audit plan, which covers a big chunk of your organization's risks, is delivered on time. But take it easy, IIA-Philippines has the right training program for you!

- Performance Analysis**
 - Tools and Techniques for the Internal Audit Manager
 - Balanced Scorecard for Internal Audit
 - Dashboards - The Metric Tool to Manage Your Department
- Governance, Risk & Compliance**
 - Evaluating Organizational Ethics
 - Corporate Governance: Strategies for Internal Audit
 - Corporate Social Responsibility: Opportunities for Internal Audit
 - Control Self-Assessment: An Introduction
 - Control Self-Assessment: Facilitation Skills



for inquiries : raph.seno@iia-p.org

Chief Audit Executive Masterclass

The Chief Audit Executive is the captain of the ship with unparalleled view of the whole organization.

Taking one of the most challenging roles in a company requires superior leadership skills and the up-to-date knowledge on risk trends, governance, controls assurance and fraud prevention. Definitely not an easy task, but IIA-Philippines has the right class portfolio for you. With the collective wisdom of other experienced CAEs, IIA-Philippines will be your partner in providing everything that you need to be an effective CAE.

Audit Leadership

- Leading the Internal Audit Team
- Leading the Information Systems Audit Team
- Supervisory Review of the Internal Audit Function

Quality Management

- Helping QAIP Come to Life
- Preparing the Company for an External QAR of the Internal Audit Activity
- Quality Assessment of the Audit Activity

Building Relationships

- Working and Communicating with Management and Audit Committee

Transformation

- Transformation of the Internal Audit Function
- The Full Audit Suite: From 'Setting up the Internal Audit Function' to 'Measuring Internal Audit Value'
- Strategic Thinking for High Impact Auditing



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Certification Seminars



*Institute of
Internal Auditors
Philippines*

for inquiries : carla.medrano@iia-p.org

- Certified Internal Auditor (CIA) Review**
 - 25th Batch [January 7 to April 28]
 - 26th Batch [May 5 to August 25]
 - 27th Batch [September 1 to December 15]
- Certified Financial Services Auditor (CFSA) Review**
 - Banking Module
 - Insurance Module
 - Securities Module
- Certification in Risk Management Assurance (CRMA) Review**



JANUARY 2012

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- for Junior Internal Auditors
- for Audit Supervisors
- for CAEs

Want the seminars tailor-fit to your organization's needs? We offer these trainings... IN-HOUSE!

For further inquiries, you may contact:

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The Institute of Internal Auditors-Philippines offers public run seminars to cater your needs for continuous professional development. As the audit profession continues to grow and develop, IIA-P will lend you a hand in coping with these new trends by providing you with comprehensive trainings on emerging internal audit topics and developments in the internal audit profession.

JUNIOR INTERNAL AUDITOR

07 & 14: Risk-based Audit Methodology: A Practical Approach

This professional seminar will help participants understand how to implement, manage and benefit from a risk-based auditing approach. Specifically, the program will focus on the following objectives:

- Examine relationship between strategy, corporate governance, risk management, and controls
- Define key business processes and objectives
- Perform a risk assessment
- Develop a risk-based assurance plan
- Understand entity-wide controls and their relevance to the plan
- Plan a risk-based engagement
- Network with peers

FACILITATORS: Mr. Alvin S. Cadalin, CPA, CIA, CCSA, CIRM | Ayala Land, Inc.
 Ms. Annabeth R. Bernardo, CPA, CIA, CCSA | Ayala Land, Inc.

21 & 28: Fundamentals of Fraud: Prevention, Detection, and Classification

This seminar will help participants gain or improve their knowledge and understanding on the: perspective of fraud, various occupational frauds, characteristics and detection of leading fraud schemes, red flags and symptoms, tools and techniques for fraud audits and practical approaches / best practices to successfully detect, prosecute and prevent fraud. Sample fraud cases are provided in a workshop.

FACILITATOR: Mr. John B. Estioko, MBA, CPA, CICA, CISA, CFE | Philippine Bank of Communications

24-27: Enhanced Communication Skills for Auditors (NEW)

Over the course of this seminar, auditors at all levels will learn the best practices for presentations, interviewing, negotiations, and practice techniques for mastering the fear of public speaking. Through lectures, group discussions, case studies, practical exercises, and individual coaching and feedback, participants will learn to see themselves as others see them, in terms of style and the impressions they create, and increase their ability to reach negotiated agreements in a wide range of audit situations.

FACILITATOR: Ms. Mary Jane O. Rosales, CPA, CIA | Professional Development Consultant

30-31: Understanding and Implementing the IPPF (NEW)

Understanding the IPPF (Standards, Code of Ethics and related body of work) is the key core competency required of all internal auditors. Implementing it, however, becomes a challenge due to diverse work environments and unique situations in an organization. This seminar will guide participants through all aspects of the IPPF and will help them find answers to their questions through in-depth discussions, case studies and activity templates that can immediately be applied to their work.

FACILITATOR: Ms. Edna G. de Leon, CPA, CIA, CISA | Rustan Supercenters, Inc.

AUDIT SUPERVISOR

04-05: Skills for the New Auditor-in-Charge

The purpose of this seminar is to increase the overall effectiveness of auditors who have been assigned in-charge responsibilities. This program will provide a framework to assist participants in their on-going skill development in the areas of project management, supervision, audit planning, and communication. These skills coupled with technical skills will definitely bring your organization's competence to a world-class level.

FACILITATOR: Mr. Norman C. Gabriel, CPA, CIA, CCSA | Procter & Gamble

CHIEF AUDIT EXECUTIVE MASTERCLASS

28: Transformation of the Internal Audit Function (NEW)

This new seminar series is exclusively designed for CAEs to help them transform Internal Audit into a fully equipped function delivering value to the stakeholders. This highly interactive seminar provides practical insights to winning over obstacles, enables CAEs to share experiences and learn from leading practices, and challenges them to go beyond compliance to deliver a truly effective IA function.

FACILITATOR: Ms. Edel Mary D. Vegamora, CPA, CIA | Banco de Oro



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JUNIOR INTERNAL AUDITOR

10-11: Writing Effective Audit Reports

This program will enable the auditors learn and apply skills in writing effective audit report. The program will also help the participants apply the guidelines and techniques that ensures the appropriate substance, organization, tone, and style of audit reports.

FACILITATOR: Mr. Junn E. Nicanor, CPA | Hedcor, Inc. - Aboitiz Power

15-18: Tools and Techniques for the Internal Audit Staff

Through team exercises, group discussions, case studies, and lectures, attendees will gain a foundation of knowledge that will allow them to properly prepare for and conduct a successful audit. A basic understanding of the roles of risks and internal controls in auditing will also be stressed, along with interpersonal and team-building skills.

FACILITATORS: Ms. Richel D. Mendoza, CPA, CIA, MBA | Roxas Holdings, Inc.
Mr. Michael O. Cabatuando, CPA, CIA, CCSA, MBA | Johnson & Johnson

22-24: Creative Problem-solving Techniques for Auditors

The instructor will demonstrate the five strategies for creativity and divergent thinking and explains the ground rules for convergent thinking. By the end of the course, the participants will know how to jump-start creative approaches to problems and have new immediately useable tools for logical problem solving.

FACILITATOR: Ms. Mary Jane O. Rosales, CPA, CIA | Professional Development Consultant

AUDIT SUPERVISOR

09-10: Conducting Competent Preliminary Survey and Developing Effective Work Program

The audit program is a link between the preliminary survey and the field work. In the preliminary survey, internal auditors identify operating objectives, risks, operating conditions and controls. In the field work, they gather evidence about the effectiveness of control systems, efficiency of operations, the accomplishment of objectives and the effects of risks on the enterprise.

FACILITATOR: Ms. Mary Jane O. Rosales, CPA, CIA | Professional Development Consultant

16-17: Continuous Assurance

Through case studies, group discussions, round tables, and supplemental lectures, this seminar will help audit and risk management professionals arrive at a better understanding of the concepts of continuous assurance. Furthermore, participants will come to understand the importance of having a GRC strategy that is value-adding and responsive to the demands and requirements of various stakeholders.

FACILITATOR: Mr. Reginald C. Nery, CPA, CIA, CISA, CFSA, CCSA, CISSP, CISM | Diaz Murillo Dalupan & Company

23-24: Business Controls Assurance

Identifying and evaluating key controls that address risks facing the organization, and reporting on those evaluations, will assist management promote control assurance in the organization, becoming a value-adding and value-protecting service to the organization. The course is also for control owners who need to become thoroughly familiar with the meaning, purpose of and responsibilities on internal control.

FACILITATOR: Mr. Michael C. Gallego, CPA, CIA, CCSA, CRISC, MPM | Punongbayan & Araullo

AUDIT MANAGER

18 & 25: Control Self-Assessment: An Introduction

Internal auditors can utilize CSA programs for gathering relevant information about risks and controls; for focusing audit work on high risk, unusual areas; and to forge greater collaboration with operating managers and work teams. Managers can utilize CSA programs to clarify business objectives and to identify and deal with the risks to achieving those objectives.

FACILITATORS: Ms. Annabeth R. Bernardo, CPA, CIA, CCSA | Ayala Land, Inc.
Mr. Magdaleno V. Mendez III, CPA, CIA | Procter & Gamble

CHIEF AUDIT EXECUTIVE MASTERCLASS

17-18: Helping QAIP Come to Life

This 2-day course will enable Chief Audit Executives have:

- Reinforced understanding of & commitment to adhere to QA Standards as set forth in the ISPPIA.
- Better understanding of the QAIP's benefits and components as applicable to the participant's respective IAD,
- An action plan to implement QAIP in their respective Internal Audit Activity in preparation for an external QA
- Personal conviction to advocate improved quality of IA practice.

FACILITATOR: Mr. J.R. O. Batiles, CPA, CIA, CFE | Procter & Gamble

FEBRUARY 2012

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