

# Internal Control for Senior Managers & Directors

**3 Sept 2008, from 9am to 5pm in Singapore**

Board members, especially audit committees & senior management are exposed to growing responsibilities & liabilities regarding the implementation, assessment & reporting of internal control. This seminar provides participants at senior management level with the following benefits:

- \* Obtain clear understanding of internal control definition and concepts;
- \* Gain an overview of the latest trends and recent evolutions in the business environment pertaining to the field of internal control;
- \* Define a strategy and approach to internal control within their organisation in alignment with the Code of Corporate Governance of Singapore for their organisation
- \* Develop a “beyond compliance” approach on internal control reporting & disclosures

The seminar will also cover the roadmaps, frameworks & tools that can be used to facilitate the implementation of internal control projects in a cost-effective manner.

Who should attend?

- CFOs
- Chief Internal Auditors
- Compliance officers
- Risk managers
- Independent directors including members of audit committees
- Heads of internal control departments
- Senior managers

## Programme Outline

Part I - Why does internal control matter?

The Internal Control “landscape”

- Internal control relation to corporate governance
- Regulatory requirements: the Code of Corporate Governance of Singapore
- Public sector requirements
- Analytical frameworks used by analysts to assess internal control
- Disclosure practices and the “beyond compliance” approach
- Internal control from a company performance perspective

Understanding the philosophy of the Code of Corporate Governance of Singapore

- Principle-based approach
- Role of risk management
- Benchmark analysis from companies disclosures
- Trends in governance reporting

Defining an approach for your organisation: group discussion

Part II - Internal control definitions and concepts

*(This section uses a series of 10 questions to develop your understanding of the scope, objective and nature of internal control based on practical examples)*

- What is controlling?
- What is the role of internal control in controlling?
- What internal control can offer and not offer
- Defining the scope of internal control
- Categories of controls: the role of internal control frameworks (COSO)
- Measuring the cost of internal control: risk theory

- Relation with fraud

- Role of monitoring: introducing internal audit
- “Process approach” in internal control
- Internal control compared to process management

Part III. Defining roles and responsibilities: key principles

- Roles at board level and audit committee
- Role of management
- Role of Head of Internal Audit/ Chief Compliance Officer
- Project management roles
- Coordination with external auditors

Part IV. Dealing with implementation

*(This section provides a roadmap for defining the key step in the implementation of internal control projects)*

- Communication: developing a positive “mindset”
- Process mapping and risk assessment
- Reviewing controls and testing
- Reporting and actions plan

Part V. Documenting internal control

*(Participants will be handed a toolkit containing a series of templates for internal control documentation, based on the recently issued guidance by the Committee of Sponsoring Organisations (COSO) on “Internal Controls Over Financial Reporting: Guidance for Smaller Public Companies”)*

- using documentation tools: examples
- short video and feedback from experience

Course Review and Q & As

**7 CPE / CPD**  
variable hours will be awarded

ORGANISED BY



SUPPORTED BY





About the Trainer: **Jean-Yves Le Corre**

**Jean-Yves is a professional trainer, lecturer and international consultant in the field of internal auditing, corporate governance and risk management in Asia.**

**Jean-Yves has more than ten years experience in large multinational corporations in finance and auditing as well as in management consulting. In parallel to his responsibilities being the Head of Internal Audit for Heineken in Paris, he was also a professional trainer at the Institute of Internal Auditing in Paris (IFACI) as well as a part-time lecturer at ESCP EAP European School of Management. He is a Sloan Fellow from London Business School (2005) and holds a Msc. in Management from the University of London (U.K). He is a Certified Internal Auditor, a member of the Institute of Internal Auditors (IIA) and the Chartered Institute of Management Accountants (CIMA).**

**Jean-Yves is the Founder of InterauditAsia Co.Ltd and regularly conducts training seminars to senior and middle-level executives. He is a lecturer on corporate governance in China. His clients include Carrefour China and Dongfeng Peugeot Citroen Automobiles (Wuhan), etc... He is a regular speaker at conferences and colloquiums on internal control, governance and risk management topics throughout Asia.**

**Internal Control for Senior Managers and Directors**

Location of workshop	# of Days	Date	Time	CPE/CPD Hrs	Fees (Early Bird) **		Fees (Normal)		Early Bird
<input type="checkbox"/> Singapore	1 Day	3 Sept '08	9am - 5pm	7 hours	S\$580 (M)	S\$670 (P)	S\$670 (M)	S\$760 (P)	6 Aug 2008

\* (M) denotes members of ACCA or FPCI only, (P) denotes members of the public  
 \*\* Payment has to be settled on or before the Early Bird Deadline to enjoy the Early Bird Rate

**Company / Personal Details**

Name of Attendee	Designation	Contact No	Email Address	Membership #	Amount(\$)
1					
2					
3					
<b>Total Amount (\$):</b>					

**Booking Contact**

Name: ..... Company: ..... Position: .....  
 Address: ..... Postal Code: .....  
 Tel(O): ..... (H): ..... (HP): ..... (Fax): ..... Email: .....

**Method of Payment**

Invoice Required  
 Invoice to: .....  
 Send to (address): .....

**Mode of Payment**

Cheque: Please cross your cheque and send it to:  
 FP Consultants International Pte Ltd  
 371 Beach Road, #02-08B Keypoint,  
 Singapore 199597

Direct Payment: *(All bank charges, if any, to be borne by customer)*  
 Account Name: FP Consultants International Pte Ltd  
 Bank Name: UOB Bank, 204 Bedok North Street 1,  
 #01-417 to 419, Singapore 460204  
 SGD Account #: 928-344-959-5

Credit Card: Visa / Master *(Credit Card Payment to include 3.75% charges inclusive of GST)*  
 Card Number: .....  
 Card Expiry Date: (mm/yy) .....  
 Total Amount to be debited: .....

Cardholder's Name: .....  
 Cardholder's Signature: .....

I authorized FP Consultants International Pte Ltd to charge to my credit card for the above payment.

**Terms & Conditions**

**I have read and understood the terms and conditions below:**  
 Name: .....  
 Signature: ..... Date: .....

- The organiser reserves the right to cancel or make any adjustments to the event.
- Enrolment is on a first-come-first-served basis.
- If you are unable to attend, a replacement is welcome.
- Strictly no cancellation & refund is allowed after confirmation, however a substitute delegate is welcome at no extra cost.
- Registration is transferable to another person, in writing, at least five working days prior to the commencement of the program.
- Enrolment confirmation will be sent via e-mail to each enrollee on receipt of each enrolment.
- Payments are required with registration and must be received prior to the event to guarantee your place.**

Walk-in participants will only be admitted on the basis of space availability at the event and with immediate full payment. Please note that handouts may not be available during the seminar for walk-in participants.



**FP Consultants International Pte Ltd**  
 371 Beach Road, #02-08B Key Point, (199597)  
 Fax: [65] 6298 9819 | Tel: [65] 6298 9823  
 Email: info@fp-consultants.com  
 www.fp-consultants.com