

Training Courses Fiscal Year 2017

1 - Investigation Workshop for Internal Auditors

Instructor: Courtney Thompson – Courtney Thompson & Associates

<http://www.ctassoc.com/Courtenay M Thompson Jr Profile>

Date: September 21, 2016

Location: VHDA: Virginia Housing Center
2nd Floor - Henrico I Conference Room

Address: 4224 Cox Rd,
Glen Allen, VA 23060

Pricing Terms: \$175.00

CPE: 8 hours

Overview:

Many internal auditors get involved in some fraud investigative work. Such investigative work may be a rare occurrence, with the auditor providing occasional support to those with primary investigative responsibility. In other environments, the internal auditor may have primary responsibility for all fraud investigations. Internal auditors need a good working knowledge of investigations in order to lead or participate in their organization's professional response.

This one-day course explores what organizations need in terms of investigative response and practical methods for mobilizing management, including getting executive and board buy-in. Course objectives include understanding the investigative process and providing specific suggestions to assure effective investigations. Participants will learn investigation tools and techniques as well as how to avoid dangers associated with mishandling investigations.

Topics covered include:

- What role is right for internal audit in your organization
- Using fraud policy to head off problems
- Conducting complete investigations
- Dealing with turf issues and reluctance to communicate
- Common mistakes and techniques for avoiding them
- Investigative activities from start to finish
- Avoiding contaminating your investigation
- Developing a fraud investigation checklist
- Using a personnel spreadsheet and timelines
- Proving suspected wrongdoing
- How data analysis can be used
- Interviewing and taking statements
- Pitfalls for investigators and suggestions for limiting exposure
- Successful case presentation and documentation
- Getting yourself unstuck – tools that work
- A model for addressing fraud challenges.

This workshop includes case exercises and provides opportunity for participants to share their

challenges. It is designed to provide tools and insight no matter the level of experience.

NASBA Certification:

Courtenay Thompson & Associates is registered with the National Association of State Boards of Accountancy (NASBA), as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org

Course Link:

N/A

2– Effective Audit Interviewing

Instructor: Courtney Thompson – Courtney Thompson & Associates

[http://www.ctassoc.com/Courtenay M Thompson Jr Profile](http://www.ctassoc.com/Courtenay_M_Thompson_Jr_Profile)

Date: September 22, 2016

Location: VHDA: Virginia Housing Center
2nd Floor - Henrico I Conference Room

Address: 4224 Cox Rd,
Glen Allen, VA 23060

Pricing Terms: \$175.00

CPE: 8 hours

Overview:

Interviews - Valuable audit tools or wasted effort? Success in today's fast paced environment demands a combination of technical and behavioral skills. The auditor must interact with managers and clerks, clients and vendors, top performers and others. This interaction provides the opportunity to learn, understand, identify problems and sell ideas. Good interviewing offers auditors the opportunity to build an important foundation for success.

Participants will learn:

- How to plan an effective interview
- Behavior skills to encourage rapport and cooperation
- How to effectively deal with challenging people and situations
- Approaches, skills and specific techniques to derive the most from interviews

Topics covered include:

- Listening
- What are effective interviews?
- Maintaining emotional control
- Reading people
- Understanding non-verbal communication
- Responding to people
- Roles and goals of interviewers and interviewees
- Developing and maintaining rapport
- Common interview obstacles
- Mistakes to be avoided

- Problem identification in the interview process
- Dealing with the challenging interviewee
- Planning for effective interviews
- Recording interview results
- Effective techniques for eliciting information
- Selling ideas during the interview

The course combines participative lecture with discussion exercises and role-plays, which provide participants the opportunity to practice techniques learned.

NASBA Certification:

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Course Link:

<http://www.ctassoc.com/node/14#EAI>

3 – Effective Audit Planning and Engagement Risk Assessments

Instructor: Danny Goldberg – GoldCal LLC

<http://goldsrd.com/content/bio>

Date: October 18, 2016

Location: Virginia Credit Union Operations Center
1st Floor Training Conference Room

Address: 7500 Boulder View Dr.
North Chesterfield, VA 23225

Pricing Terms: \$175.00

CPE: 8 hours

Overview:

Planning is the foundation for every efficient and effective audit. If audit teams take the time to build an effective audit risk assessment and plan the audit accordingly, the opportunity for a smooth and under budget increases exponentially. This one course will take attendees through the basics of audit level risk assessments and appropriate steps throughout the planning phase of an audit.

Learning Objectives:

- Attendees will learn how to identify audit risk and appropriate audit planning tools and techniques
- Attendees will learn how to apply critical thinking skills to the planning and risk assessment phase to perform an effective audit
- Attendees will discover the best techniques for team management

Outline:

- I. Overview – The End to End Audit Process
- II. The Importance of Effective Planning

- III. Positive vs. Negative Assurance
- IV. The Engagement Risk Assessment Process
 - a. Hypothesis of Risk – Preliminary Objectives
 - b. Hypothesizing Preliminary Objectives and Root Causes
 - c. Inherent Risk
 - d. Residual Risk
- V. Audit Preliminary Survey – Gathering of Information
 - a. Knowledge Gathering
 - b. Authoritative Research
 - c. Interview Management
 - d. Inclusion of Peer Interviews
 - e. Internal Controls
 - f. Walkthroughs
 - g. Ratio Analysis
 - h. What Else Can we Provide?
- VI. Audit Interviews
 - a. Interview Techniques
 - b. Documenting an Interview
- VII. Questionnaires
- VIII. Developing Effective Audit Workprograms
- IX. Managing an Audit Engagement
 - a. Managing a Budget and Schedule
 - b. Delineation of Duties
 - c. Coordinating Resources
 - d. Keys to Effective Audit Project Management

NASBA Certification:

GoldCal LLC is registered with the National Association of State Boards of Accountancy (NASBA), as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org

IIA Training Certification:

GoldsRD is a nationally recognized CPE provider by the Institute of Internal Auditors (IIA) Recognized CPE Provider program. See [The theiia.org Certification Pages Recognized CPE Providers](http://www.theiia.org/Certification/Pages/Recognized-CPE-Providers) for more details.

Course Link:

<http://www.goldsrd.com/full-course-details/?id=444#d>

4 – Audit 2020: Evolving the Internal Audit Process

Instructor: Danny Goldberg – GoldCal LLC

<http://goldsrd.com/content/bio>

Date: October 19, 2016

Location: Virginia Credit Union Operations Center
1st Floor Training Conference Room

Address: 7500 Boulder View Dr.

North Chesterfield, VA 23225

Pricing Terms: \$175.00

CPE: 8 hours

Overview:

The internal audit profession is very similar to other professions; very resistant to change. When one of our profession's main goals is to promote efficiency and effectiveness, we have to be more adept at adjusting and being open-minded to change.

Audit2020 is a day-long course that takes an in-depth look at the accepted practices inherent in internal audit and critically analyzes each piece, identifying ways to enhance the current view and process of internal auditing.

Outline:

- I. Annual Risk Assessment
 - a. What is a Continuous Risk Assessment?
 - b. Assessment odes
 - c. Assessing Emerging Risk
- II. Foundational Pieces of Successful Internal Audit Departments
- III. Audit Cycle
 - a. Audit Planning
 - i. % of Audit Cycle – New versus Recurring Audits
 - ii. Components of Audit Planning
 - iii. Kick-Off Meetings – Who/What/Why and for How Long?
 - iv. Formality of Engagement Risk Assessment
 - v. Risk Categories
 - vi. Utilizing a True Top-Down Risk-Based Approach
 - vii. What should I test and why?
 - viii. Building an Effective and Efficient Audit Work program
 - b. Fieldwork
 - i. % of Audit Cycle – New versus Recurring Audits
 - ii. Timing & Contents of PBC List
 - iii. Sampling Methodology
 - iv. What support to keep and why?
 - v. Presenting Observations to Clients
 - c. Reporting/Wrap-Up
 - i. % of Audit Cycle – New versus Recurring Audits
 - ii. Do We Even Need a Formal Report?
 - iii. Timing of Audit Report
 - iv. Audit Reports – Emerging Formats
 - v. What Words **NOT** to Use & What to Replace them With
 - d. Follow-Up
 - i. Correlation between Finding Type and Follow-Up Method necessary
 - ii. Timing of Follow-Up
- IV. Transparency & Continuous Communication

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Course Link:

<http://www.goldsrd.com/full-course-details/?id=1901>

5 – Advanced Risk Assessment Practices

Instructor: Larry Hubbard – Larry Hubbard & Associates

<http://www.lhubbard.com/about.htm>

Date: December 7 & 8, 2016

Location: Virginia Credit Union Operations Center
1st Floor Training Conference Room

Address: 7500 Boulder View Dr.
North Chesterfield, VA 23225

Pricing Terms: \$350.00

CPE: 16 hours – 2 Day Course

Overview:

Risk assessment is at the forefront of ensuring internal audit's value to its stakeholders. Effective risk assessments help ensure an internal audit function is deploying its resources in a way that fulfills its mission within the organization.

Internal auditors, risk management functions and line management all deal with risks, and finding the right balances in an organization can be difficult. Likewise, some organizations struggle with execution of risk assessment activities such as establishing practical measurement criteria for risks, keeping focus on the risks that are most important to their stakeholders, and deploying resources. This advanced practices course is designed for experienced internal auditors, and includes the following areas:

- The course covers the fundamentals of risk assessment, beginning with an overview of corporate governance and risk assessment essentials, and continuing into audit universe, audit engagement, risk appetite, fraud, and current events.
- It provides practical insights relating to contemporary best practices of risk assessment activities and allows participants to discuss what they have learned so that they can improve their risk assessment activities.
- It also addresses skill gaps many internal auditors struggle with such as how to use own risk and control frameworks, how to select or construct a risk ranking system, and how to use risk matrix or risk registers.
- The critical, but sometimes overlooked, roles of governance, risk and control frameworks in risk assessment are also covered. In particular, the course includes various approaches to using the 2013 COSO internal control framework update.

Course Outline:

- I. Infrastructure for New Effective Risk Assessment
 - Models of effective of Corporate Governance

- The Three Lines of Defense model
 - Functional and Enterprise-wide Risk Management
 - Controllership and other compliance activities
- II. Nature of Risk
- The fundamental nature of risk
 - Types and categories of risk events and impacts
 - Clarity of Risk Based Auditing, Risk Management and Risk Assessment
 - The IIA Standards
- III. Risk Assessment - Essential Tools
- Basic and advanced risk terminology
 - The impact of randomness on risk assessment
 - Inherent and Residual Risk definitions, examples and uses
 - This Risk Matrix and Risk Register
- IV. Control and Risk Management Frameworks
- The needs and requirements for Frameworks
 - COSO 2013 and ERM
 - COBIT for IT controls
 - ISO 31000
 - The COSO Map
 - An organizational Control Policy
 - Case Studies in using COSO 2013 to assess the design adequacy of controls (including risk identification)
- V. Audit Universe Risk Assessment (Macro-level Risk Based Auditing)
- The IIA Standards – 2000 and 2100
 - Overview of methods for creating audit universes
 - Differing ways to perform Macro-level Risk Based Auditing
 - Coordination with management, the board and other groups
 - Macro-level fraud risk assessment
 - Reporting to management and the board about the status of audits
 - Examples of the audit universe risk assessment methodologies
- VI. Engagement Risk Assessment (Micro-level Risk Based Auditing)
- The IIA Standards – 2200 to 2400
 - The role of Governance, Risk and Control Frameworks
 - Major, different types of audits – “know what you’re auditing”
 - The objectives of the engagement risk assessment
 - Risk assessment tools and approaches
 - Identifying key controls and key risks
 - Micro-level fraud risk assessment
 - Examples of engagement risk assessment methodologies
 - Reporting audit results and audit opinions
- VII. A Closer Look at Fraud Risk Assessments
- Auditors responsibilities in preventing and detecting fraud
 - The objectives of fraud risk assessments
 - Evaluating the organization’s fraud risk management activities
 - An organizational fraud policy
- VIII. Risk Appetite
- Risk appetite definition and examples
 - Contrast various risk appetite and risk tolerance viewpoints
 - Cautions regarding risk appetite discussions
- IX. Workshop-based Risk Assessment Methodologies
- Facilitated Self-Assessment Overview

- ERM workshops
 - Risk surveys
- X. Contemporary Risk Assessment Trends and Challenges
- Legislation and regulatory activities related to risk management
 - Risk and Control-centric management maturity models
 - Recent failures of risk management
 - Other current events impacting internal auditors

NASBA Certification:

Larry Hubbard & Associates is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN, 37219-2417. Website: www.nasba.org

Course Link:

<http://www.lhubbard.com/Outlines/Advanced-Risk-Assessment-Practices-Outline.pdf>

6 – Integrating Cybersecurity into SDLC

Instructor: David Cole – SysAudits.com

<https://www.linkedin.com/pub/david-cole/4a/727/b1a>

Date: February 14 & 15, 2017

Location: Virginia Information Technologies Agency
The Commonwealth Enterprise Solutions Center (CESC)

Address: 11751 Meadowville Ln
Chester, VA 23836

Pricing Terms: \$350.00

CPE: 16 hours

Overview:

Course topics include adopting an IT Risk Framework for audit planning and assessing cyber security controls for SDLC projects. In today's SDLC methodologies require a higher degree of cyber security controls to ensure systems are designed and implement cyber security in development and post implementation.

Course Outline:

Integrating Cybersecurity into SDLC

- Overview of different SDDLDC methodologies
- SDLC for major application development (enhancements and new applications)
- SDLC for major system upgrades (OS, DB, NW, etc)
- System tiers, components, and system design
- Best practices for integrating security into SDLC projects
- Assessing IT security controls in SDLC programs

Administration:

No advance preparation or prerequisites are necessary for this course. The program level is basic and is intended for IT Auditors and IT security professionals. The delivery method is Group-Live and 16 CPE hours in the Auditing field of study are available. Part of the training will include hands on training in a network environment. Hardware will be provided as part of the training course.

Course Link:

N/A

7– Senior Auditor Training Course

Instructor: Various Individuals from State Audit Departments

Date: March 14, 2017

Location: Virginia Credit Union Operations Center
1st Floor Training Conference Room

Address: 7500 Boulder View Dr.
North Chesterfield, VA 23225

Pricing Terms: \$0.00 for executive branch agency and university auditors

CPE: 8 hours

This course is reserved for auditors from executive branch and university internal audit departments that partner with OSIG. Only 2 auditors per agency will initially be allowed to register for the course. Remaining seats will be made available once each agency has had an opportunity to register for the course.

General Overview:

OSIG is sponsoring a free one day training session for executive branch agency and university senior auditors. The topics covered will be based on input provided from the internal audit directors in the state of Virginia. The intent of this course is to provide senior auditors with best practice training tools in key subject areas that benefit all audit departments. Parking will be provided for all attendees.

Potential Topics:

- Audit Workpapers
- Audit procurement tools (eVA, BOA Works, etc) for audit
- Overview of the VPPA and what to Audit
- Supervising staff
- Internal Audit file keeping
- Managing Audits
- The fundamentals of Audit Findings
- Effective reporting to agency/university management

Note:

This class will have speakers from various state executive branch agency and university audit departments providing useful tools and tips for guiding senior auditors.

Reminder:

This course is being developed with the state agency and higher education needs in mind, and the above overview is expected to change to the benefit of the intended audience.

Course Link:

N/A

8– State Updates

Instructor: Various Individuals from State Government

Date: May 24, 2017

Location: Virginia Credit Union Operations Center
1st Floor Training Conference Room

Address: 7500 Boulder View Dr.
North Chesterfield, VA 23225

Pricing Terms: \$0.00

CPE: 8 hours

Reserved for Government Employees impacted by changes to State Policy

Note:

This class will have speakers from various state agencies such as OSIG, DOA, VDEM, VRS, and DHRM talking about important matters or changes that could affect other state agencies.

Reminder:

This course is being developed with the state agency and higher education needs in mind, and the above overview and will follow the annual state update format performed in prior years.

Course Link:

N/A