

St. John's Seminar Week

June 17-20, 2013

Delta St. John's Hotel and Conference Centre
120 New Gower Street, St. John's, Newfoundland A1C 6K4

Register before May 21, 2013 to take advantage of the Early Bird Special.

For Registration, [click here](#).

AUDITOR IN CHARGE: TOOLS 'N TECHNIQUES – JUNE 17-20, 2013 (4 DAYS) FACILITATORS: [EDWIN RYL](#) [AND DANIEL SCHLEGEL](#)

Leading an audit team not only requires a great deal of knowledge, it also requires dedication, efficiency, and effective leadership skills. Audit leaders today need to know how to run an audit team properly so that every project runs smoothly. In other words, they need the skills to lead with confidence. Whether you are a recently promoted **auditor-in-charge, assuming the role** or **seeking a refresher**, this informative session covers the organizational, time management and problem solving skills necessary to manage a successful team. Through the use of a case study that is woven into the course, participants will learn about the roles and responsibilities of an auditor-in-charge for the phases of an internal audit. [Learn More...](#)

ANALYZING AND IMPROVING BUSINESS PROCESSES – JUNE 17-18, 2013 (2 DAYS) FACILITATOR: [JAAN SAUN](#)

This course provides participants with a set of tools and techniques that can be used in any process analysis engagement. In addition, it includes numerous opportunities to apply those tools and techniques in real-world scenarios. The best way to build business process analysis skills is by doing the work, and this course is full of hands-on applications using case studies and the participants' understanding of their own processes to apply these tools and techniques often. For **staff auditors**, it will provide solid instruction on how the tools can be used to analyze any environment. For **auditors-in-charge** it will provide an arsenal of tools that can be used in completing audit assignments. For **audit managers**, it will provide the information necessary to direct others in completing these analyses as well as to demonstrate how to appropriately review the completed work. [Learn More...](#)

AUDIT REPORT WRITING – JUNE 19-20, 2013 (2 DAYS) FACILITATOR: [YUSUF ESOP](#)

Persuasive communication is an essential skill for auditors at all levels, and high quality reports are a key communication tool. By participating in this course, auditors in all sectors and at all levels will learn what goes into an effective audit observation and how to organize reports that meet professional standards, elicit management action, and communicate crucial messages to executives and board-level readers. By honing these skills, they can distinguish themselves in their current positions and prepare themselves for advancement. [Learn More...](#)

CONTRACT AUDITING AND OTHER LEGAL ISSUES AFFECTING INTERNAL AUDITORS – JUNE 17-18, 2013 (2 DAYS) – FACILITATOR: [SCOTT FARGASON](#)

If you are interested in planning an effective audit of various contracts within your organization, this course is for you. Participants will be exposed to the four legal requirements necessary to form a contract, then expand to advanced areas of contract law and auditing. This course is appropriate for **auditors (staff level to CAE)** and non-auditors who wish to know more about contract law and how to audit contracts. The course was designed by one of the few licensed attorneys who is also a CIA and noted lecturer. The class will start with contract basics and expand into complex areas of contract provisions. This session includes an exciting mix of lecture, group discussion, breakout sessions, and complex problem solving. [Learn More...](#)

Registration Fees include: Hot Breakfast, Lunch and AM/PM Coffee Breaks. Courses start at 8:30 and end at 4:30 local time each day.

Early Bird Pricing (before May 21, 2013):

2 Day Course = Members: \$895.00 - Non Members: \$995.00 – Students (university or college): \$695.00

4 Day Courses = Members: \$1,395.00 - Non Members: \$1,495.00 – Students (university or college): \$1,195.00

Regular Pricing:

2 Day Course = Members: \$1,095.00 - Non Members: \$1,195.00 – Students (university or college): \$895.00

4 Day Courses = Members: \$1,595.00 - Non Members: \$1,695.00 – Students (university or college): \$1,395.00

CPE's - 2 Day Courses = 16 CPE Hours; 4 Day Courses = 32 CPE Hours

Lodging To receive a special rate of \$214.00 per night at the Delta St. John's offered to all participants contact 1-888-793-3582 and provide the group name: Institute of Internal Auditors Canada.

