



THE ARC TRAINING GROUP
A Division of The ARC Consulting Group, Inc.
A Profit Enhancement Firm
Providing Educational and Consultative Services to the
International Business Community

SEMINAR FACT SHEET

ARC'S OPERATIONAL AUDITING COURSE: CONDUCTING THE COMPREHENSIVE AUDIT ARC COURSE No. 002

SEMINAR OVERVIEW

The focus on effective and efficient Operational (Process) Audits are more important now than every. With today's investor evermore focused on shareholders' wealth, process managers, process auditors, and individuals challenged with the efficient, effective, and economical use of resources need the tools to quickly analyze key business processes to ensure they are providing the expected return. We designed and developed this comprehensive program to give you these tools to evaluate the critical environments of your organization that are essential for the enhancement of shareholders' wealth. You'll learn how to project the impact of proposed changes to the gains in shareholders' wealth, determine the best use of limited funds, identify cash leakages, and much more.

WHO SHOULD ATTEND

All process auditors, internal and external auditors, process managers, ISO audit professionals, financial professionals, financial management, department heads, project managers, and those responsible for ensuring the effective use and management of corporate resources. This program is a must for anyone with process evaluation and profit-enhancing responsibilities.

WHAT WE WILL COVER

This is the Real Deal. This hands-on program is for experienced business professionals who want to see their organizational units in a completely new light. We measure the effectiveness in corporate growth today by the quantum-leaps in productivity, quality, and profitability they can achieve, not by the incremental gains of yesterday. The true value of the operational audit lies in the continued improvement of the business process and the effectiveness of the total quality management effort.

HOW YOU WILL BENEFIT

- Understand the Unique Aspects of the Operational Audit Process
- Realize the Profit-enhancement Potential Operational Audits Provide
- Effectively Develop Risk-Based Audit Objectives
- Understand the Nature and Principles of Operational Controls and How They Add Value
- Learn How to Avoid and Eliminate Conflict
- Sift Through the Details to Find the "Root Cause"
- Develop Control-Based Audit Recommendations and Project their Cost / Benefit
- Conduct Operational Audits in a Wide Range of Areas Including Accounting, Purchasing, Information Technology, Sales & Marketing, Production and Executive Management
- Maintain a Positive Audit Environment
- Sell Your Audit Recommendations to Process Owners

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PROGRAM AGENDA

- **THE BENEFITS AND OPPORTUNITIES PRESENTED THROUGH OPERATIONAL AUDITS**

In this section, you will gain a clear understanding of how operational auditing can provide a world of benefits and opportunities to the organization not usually envisioned in typical internal audits. By focusing on specific aspects of the control structure, you will learn how to focus on the “Three E’s”; Effectiveness, Efficiency, and Economy. You will see the relationship between business risk and operational objectives, and how the operational audit process can minimize the former to enhance the potential of achieving the latter.

- **THE ROAD MAP FOR THE OPERATIONAL AUDIT**

The audit is a systematic evaluation of the organization’s business processes. This section provides you with a “Nine-Step Operational Audit Framework[®].” This structured approach, with its roots in COSO, ISO, and professional associations worldwide, represents the most forward-focused Operational Audit Framework available today. This Framework is in place in many of today’s Fortune 100 companies, and gives you a roadmap to performing process audits in any environment be it risk-based, process-based or operations-based.

- **FOCUSING THE INVESTMENT IN AUDIT**

Any project must have clearly defined objectives. This section gives you a sound structure within which the objectives of the audit project are built. Using proven techniques, you will learn how to develop risk-based objectives for both the each unique and specific process audit project.

DAY TWO:

- **THE NATURE OF OPERATIONAL CONTROLS**

Besides the typical internal control structure found in most effective business processes operational controls provides the environment in which these processes exist. By focusing on this environment, the operational audit can enhance the potential for any business process to yield profitable results. In this section, you will see controls in an entirely new light, and use that vision to identify the “Root Cause” of errors and other business failures.

- **CREATING SHAREHOLDER VALUE**

Investors form corporations to generate wealth. This section gives you an in-depth understanding of the organization from the shareholders’ perspective. You will learn how to use Excel[®] or financial calculators, apply the Capital Asset Pricing Model, to develop metrics against which management can measure the results of improvements within the specific processes audited. You then take that knowledge to the next level, calculating the company’s ROIC and Capital Project Hurdle Rate.

- **EVALUATING CAPITAL PROJECT PROPOSALS**

Capital investment is the lifeblood of the organization. The tools and techniques you learn in this section will enable you to decide which capital projects can add economic value to the organization, and how they investors fund them. Using Excel[®] or financial calculators, you will learn how to project Net Present Value, Internal Rate of Return, Modified Internal Rate of Return, and the Discounted Payback Period of any capital project.

- **THE INTERVIEW PROCESS**

Every interview presents its unique set of challenges and constraints. Understanding the primary purpose of each is the first step in meeting that challenge. Here, you will discuss the varying types of interviews, their objectives and constraints, and how to target the right level of personnel.

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There are a number of various personality types you will encounter in an interview and presentation environments. Here, you will learn how to meet even the most challenging individual with poise and professionalism.

- **THE AUDIT REPORT AS A BUSINESS PLAN**

We measure the effectiveness of the audit project by the benefits offered to the process owner. The audit report is a business plan: a proposal to management for the enhancement of profits. This section will give you the tools, structure, and concepts essential for success.

SEMINAR PRICING AND LOGISTICS

Duration: 2 Days	Program Level: Introductory
Prerequisites: None	Advanced Preparation: None
Maximum Attendance: 10	CPE Hours: 16 A&A
Delivery Method: Group Live	Booking Instructions: Call (919) 480-2550
Seminar Fee: 1,995.00 per person	Email: Eric@trainingregistry.com
Group Discount: Book 3 people and the fourth person is free!	

Cancellation Policy:

If you cannot attend a seminar you can contact ARC in advance to transfer to a future session, or you can send someone to take your place. If you need to cancel your attendance, ARC will give you a complete refund if you cancel more than three weeks before your seminar begins. To cancel, simply email us at rick@arctraining.com. If you cancel with less than three weeks' advance notice, you will be liable for the entire seminar fee. Once your payment has been received, you may request a courtesy transfer to use at any future ARC seminar of equal or lesser length up to three weeks prior to the session. The courtesy transfer must be used within one year of the date of your originally scheduled seminar. In fairness to all attendees, if you do not attend a seminar session for which you are confirmed and do not contact ARC to cancel in advance, you will be charged the entire seminar fee.

ARC grants courtesy transfers to people who cannot attend their scheduled sessions up to three weeks prior to the session. You can use a courtesy transfer for any seminar of equal or lesser length than the original seminar. You must use your courtesy transfer within one year of the date of your originally scheduled seminar.

ARC guarantees the quality of our seminars. If, for any reason, you are not satisfied with a seminar for which you have paid, ARC will give you credit toward another seminar of comparable price or will refund your fee.

You can also register on our website at <http://www.arcconsultinggroup.com/open-enrollment-programs/>. You can also call Rick Balog at 904-268-1148.



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