



**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 EFFECTIVE LEADERSHIP AND MANAGING THE INTERNAL AUDIT PROJECT COURSE NO. ARC 010**

#### **SEMINAR OVERVIEW**

This "Senior" level program emphasizes the skills essential for effective leadership as well as the planning and successful completion of any project. As a manager or an in-charge auditor, you have assumed management as well as technical responsibilities. You need to polish the planning, leadership, and audit strategy skills. As demands are placed on organizations to be more effective and productive, the in-charge auditor needs to ensure that the audit process provides the organization with the maximum return on the investment in audit. Today's manager must be able to ensure that their staff provide the skills required to successfully complete a work project, while minimizing the investment.

#### **WHO SHOULD ATTEND**

The fast-paced, senior-level program is for Managers and Internal Auditors with at least one year of hands-on experience who are faced with the need to move to the next level.

#### **WHAT WILL BE COVERED**

You will learn how to effectively and successfully lead and manage people and projects. You will understand how to identify the critical control components of a process, solve problems and challenges, and develop changes that both gain acceptance and eliminate the root cause of any challenge.

#### **HOW YOU WILL BENEFIT**

During this program, you will discuss:

- Principles of Leadership and Leadership Styles
- Basics of project management and the audit process.
- How to assess risk.
- Problem Solving
- How to evaluate staff and professionals, and manage conflict.
- The coordination of work with others
- How to design efficient and effective compliance and substantive tests.
- The prevention, deterrence, detection and reporting of fraud
- How to ensure the sufficiency of evidence.
- How to implement an ongoing quality assurance program

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**PROGRAM AGENDA**

**DAY ONE**

- **THE BUSINESS ENVIRONMENT OF TODAY**

The key to effective evaluation of controls lies in the understanding of the environment in which the organization conducts business. This section discusses the role internal audit plays in today's world-focused business environment. We are all charged with doing more with less. You will gain a new perspective on the nature and structure of the organization, The Organizational Planning Framework<sup>®</sup>, the Product / Decision / Information Cycle<sup>®</sup>, and how the internal audit process fits into the new business model.

- **THE PRINCIPLES OF EFFECTIVE LEADERSHIP & LEARNING YOUR LEADERSHIP STYLE**

An effective leader is one who earns the respect of their staff. This section will provide you with the tools and concepts that every effective leader uses to manage their staff and get results.

- **THE PRELIMINARY SURVEY: PLANNING THE AUDIT ASSIGNMENT**

Planning is the key to success in any project. Understanding the critical aspects of the process being audited is essential to the success of the audit project. In this section, you will learn how to successfully plan the project, identify and overcome the roadblocks to planning, gain joint ownership of the project with operational management, and complete the planning memo.

- **PERFORMING ANALYTICAL REVIEWS**

In this section you will learn how to analyze the financial and operational data provided to you, and how to identify the areas of potential business risks, losses, and other constraints that drain the potential of the organization. With these skills, the management professional can focus their efforts and gain maximum results.

**DAY TWO**

- **EFFECTIVE PROBLEM SOLVING & CHALLENGE RESOLUTION**

In this section, you will discover an effective framework within which you can solve any challenge. You will explore the various steps in effective problem solving and learn, through a video-assisted case exercise how to implement these skills in a real work-based environment.

- **THE "RED FLAGS" OF FRAUD**

Audit standards require the auditor be alert for the key indicators of financial crime. With the recent world-wide revelation of improper financial reporting and operational activities, auditors must be more alert than ever. This section will arm you with the tolls and techniques to identify the Red Flags of fraud, and how to modify the audit process once they have been spotted.

- **DESIGNING PROJECT WORK PROGRAMS**

Delegation is as important to the success of any project, such as an audit project as any other aspect. In this section, you will learn how to focus your efforts and delegate the work processes to those with the essential skill sets to effectively and efficiently perform the work.

- **DEVELOPING CHANGE THAT RESOLVES THE TRUE CAUSE OF THE CHALLENGE**

Effective communication is the key to financial success in any organization. The way you communicate your ideas and changes is key to their effective implementation. In this section, you will learn the tricks to ensure that your changes get the support required for effective

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implementation!

- **PROGRAM SUMMARY AND WRAP-UP**

### SEMINAR PRICING AND LOGISTICS

<b>Duration:</b> 2 Days	<b>Program Level:</b> Mid Management
<b>Prerequisites:</b> None	<b>Advanced Preparation:</b> None
<b>Maximum Attendance:</b> 6	<b>CPE Hours:</b> 16 A&A
<b>Delivery Method:</b> Group Live	<b>Booking Instructions:</b> Call (904) 268-1148
<b>Seminar Fee:</b> \$1,995.00 per person	<b>Email:</b> <a href="mailto:Rick@ARCTraining.com">Rick@ARCTraining.com</a>
<b>Group Discount:</b> 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](mailto: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.arconsultinggroup.com/open-enrollment-programs/>. You can also call Rick Balog at 904-268-1148.



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