



CONTROL SELF-ASSESSMENT WORKSHOP

SEPTEMBER 19th – 21ST 2007

21 HOURS OF CONTINUING PROFESSIONAL DEVELOPMENT

Introduction

“Control self-assessment (CSA) is a methodology used to review key business objectives, risks involved in achieving the objectives, and internal controls designed to manage those risks. Some CSA proponents expand this description to encompass opportunity as well as risk, strength as well as weakness, and the overall effectiveness of the system in ensuring that the organization’s objectives are met.”¹

This course introduces the basic concepts of control self-assessment (CSA) and helps prepare an auditor to run their first self-assessment workshop. Such workshops can be conducted for organizational units and managers who want to self-assess their risk and control procedures. Auditors are in an ideal position to facilitate self-assessment workshops to help their organizations comply with critical component of Basel, Sarbanes-Oxley, and other requirements. The course is a combination of lecture, discussions in small groups, short exercises and facilitation practice.

Because this course places a heavy concentration on actual practice in presentation and facilitation skills, it may be considered a “Train-the-Trainer” programme for Auditors who will be training Managers and staff in control, risk, or self –assessment techniques.

Objective

The objectives are to:

- Provide an introduction to self-assessment techniques
- Understand the different types of CSA
- Understand the skills and tools necessary for successful CSA
- Understand why organizations implement CSA
- See relationships between self-assessment and the COSO frameworks
- Practice facilitations skills.

Target

- The Course is most relevant to experienced Auditors, Internal Auditors, Compliance Officers who want to learn the value of self-assessment and how to conduct CSA workshops, or those who need to train other staff and Managers. The seminar will also benefit Operational Managers who wants to understand CSA and who are planning to use self-assessment techniques, or are exploring their usage in their divisions.

¹ Professional Practices Pamphlet; A Perspective On Control Self-Assessment; The Institute Of Internal Auditors

Course Outline

This is a **3-day** course providing the benefits and theory behind self-assessment, and practice in facilitating workshops for the self-assessment of risks and controls in business.

DAY 1:

INTRODUCTION TO CONTROL SELF-ASSESSMENT

- What makes CSA CSA?
- Impact of employee empowerment and culture
- Types of self-assessments
- Quality assurance and reporting of results
- The COSO and other internal control and risk frameworks
- Some controls can only be self-assessed
- Use of frameworks for Basel and Sarbanes-Oxley work
- Assessing soft controls using surveys

DAY 2:

PRACTICE IN FACILITATION SKILLS

- Overview of presentation skills
- Practice sessions in presentation skills
- What is facilitation?
- Practice sessions in generic facilitation skills
- Terminology and common errors in risk assessment techniques
- Short practice sessions in facilitating self-assessments of risks and controls

DAY 3:

MORE PRACTICE AND OPTIONS FOR IMPLEMENTATION

- Longer practice sessions in facilitating self-assessments of risks and controls
- Practice using the COSO framework to assess controls
- Comprehensive practice sessions in facilitating self-assessments using internal audit objectives
- Possible next steps and implementation options for CSA



THE FACILITATOR:

LARRY HUBBARD
CPA, CIA, CISA, CCSA

Larry Hubbard is a professional trainer and consultant with a broad background in accounting, auditing and finance. His experience includes audit management; information systems, financial, and operational auditing; financial reporting; consulting and training; and organization directorship. As principal of Larry Hubbard & Associates Larry delivers highly interactive, practical training and consulting to internal auditors and other professionals.

Larry is a frequent author, course leader, and speaker for The Institute of Internal Auditors and other professional organizations. Larry specializes in leading control self-assessment, creative thinking, information technology, operational auditing, and risk assessment courses. Larry authored The IIA's Introduction to CSA, CSA Facilitation Techniques, Operational Auditing, and Financial Literacy for Auditors courses. He is a contributing author to the CSA Sentinel publication, a member of the Editorial Advisory Board for Internal Auditor magazine, and published A Practical Guide to CSA. He is also a qualified validator for internal audit Quality Assessment Reviews. Additionally, Larry is a senior consultant with Watkins, Meegan, Drury and Company in Bethesda, Maryland and with HNC Company in Riyadh, Saudi Arabia.

Prior to founding Larry Hubbard & Associates, Larry was training manager for Mobil Corporation in Fairfax, Virginia, and helped plan the audit department's implementation of control self-assessment, a worldwide risk assessment methodology, and self-directed work teams. Additionally, he helped develop the training programs used to combine Mobil's 25 separate audit departments into a single, worldwide department. Immediately prior to his training position, Larry was administration director for Mobil Oil in Wellington, New Zealand. He was responsible for 200 professionals in accounting, auditing, information systems, purchasing, and tax functions, and a member of the steering committee for the implementation of the SAP accounting system in Australia and New Zealand. Earlier in his career at Mobil, Larry was financial reporting manager, audit manager, and information systems audit supervisor. Before joining Mobil, Larry was a manager at Ernst & Young in Dallas, Texas, specializing in information technology audits.

Larry received his MS degree in Computer Science from the University of North Texas and his BS degree in Mathematics from West Texas State University. He now lives in Bethesda, Maryland, and is a Certified Public Accountant, a Certified Internal Auditor, a Certified Information Systems Auditor, and is certified in Control Self-Assessment. Also, Larry is a board member and past president of the Northern Virginia Chapter of The IIA and a member of the AICPA and ISACA. When he is not working, tinkering with one of his many personal computers, or running agility with his Shetland Sheepdogs, Larry is an avid gardener, backpacker, and scuba diver.



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SEPTEMBER 19th – 21ST 2007

8:00am-4:00pm

CDN Conference Facilities

10 Cipriani Boulevard

Port of Spain

Trinidad and Tobago

REGISTRATION FORM

NAME:

JOB TITLE:

COMPANY NAME:

COMPANY ADDRESS:

PHONE:

FAX NO:

E-MAIL ADDRESS:

SIGNATURE:

COURSE PRICE: US\$1530.00 + 15% VAT or US\$1,759.50 VAT Inclusive

This covers the cost of tuition, course materials, lunch and refreshments.

In order to ensure that you have a booked place, you must complete and sign the registration form signifying your confirmed attendance at the above seminar and payment in full.

CANCELLATION POLICY

A participant's cancellation is in effect immediately upon notice to CDN without penalty on or before **Wednesday 12th September 2007**. A cancellation fee of 50% is applicable after this date.

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