€TRAINING

Comprehensive Internal Controls and Compliance Management

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Introduction:

This training program provides a comprehensive exploration of internal controls, focusing on their purpose, compliance requirements, and implementation across various business cycles. It covers essential aspects such as safeguarding data, managing financial and administrative controls, and integrating technology and human elements into control systems. Through it, participants will gain insights into effective strategies for ensuring regulatory adherence and enhancing organizational efficiency.

Program Objectives:

At the end of this program, participants will be able to:

- Ensure compliance through internal controls to meet regulatory requirements and prevent fraud.

- Apply controls across business cycles to enhance efficiency and mitigate risks.

- Implement information system controls to protect data and secure IT systems.

- Establish financial controls for accurate reporting and compliance.

- Manage administrative controls to ensure safety, security, and legal compliance.

Targeted Audience:

- Project contracts, tenders, purchases, and procurement personnel.

- Personnel involved in contract administration, engineering, operations, and maintenance.

- Personnel for Risk, Claims, Finance, and Audit.

- Professionals in project management.

- Professionals who work for companies whose leaders demand high levels of proficiency from individuals engaged in these activities..

Program Outline:

Unit 1:

Purpose and Compliance of Internal Controls:

- Compliance Requirements through Internal Controls.

- Compliance Requirements for Oversight Boards.

- Fraud Prevention and Customer Satisfaction.

- Other Considerations in Internal Controls.

- The Role of Internal Controls in Ensuring Regulatory Adherence.

Unit 2:

Implementing Controls in Business Cycles:

- Controls in Purchase and Payment Cycle.

- Controls in Inventory and Costing Cycle.

- Controls in HR and Payroll Cycle.

- Controls in Sales and Collection Cycle.

- Controls in Fixed Assets Life Cycle.

- The Human Element and Technology in Implementing Controls.

Unit 3:

Information System Controls:

- Safeguarding Data.

- Access Control to Communication Systems.

- Generating and Reviewing Security Reports.

- Managing IT Infrastructure Security.

- Integrating Information System Controls into Business Processes.

- Risk Assessment and Mitigation for Information Systems.

Unit 4:

Financial Controls:

- Controlling Access to Financial Assets.

- Controls on Financial Reporting.

- Budgeting and Financial Planning Controls.

- Management Reporting Controls.

- Reflecting Financial Controls in Policies and Procedures.

- Ensuring Accuracy and Compliance in Financial Controls.

Unit 5:

Administrative Controls:

- Controlling Access to Building and Facilities.

- Controls on Maintenance and Repairs.

- Safety and Security Controls.

- Legal Implications of Safety Measures.

- Required Reporting in Administration.

- External Reporting and Compliance Requirements.