



Consultants & Advisors
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Yankahlink Limited

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October 18, 2017

INVITATION TO REGISTER FOR TWO CAPACITY DEVELOPMENT WORKSHOPS

We are pleased to invite you and/or selected nominated staff from your institution to participate in either or both under-listed exciting professional development workshops to be held at the SunLodge Hotel, Tesano, Accra, in November 2017;

- a) **Cyber Security-Safeguarding Your I.T. Environment: A Diagnostic Approach.**
Tuesday-Thursday, November 14-16, 2017 at GHS 2,200 per participant (VAT Inclusive).
- b) **Effective Management Review & Audit of the Procurement, Logistics & Supply Chain Related Functions.**
Tuesday-Wednesday, November 21-22, 2017 at GHS 1,800 per participant (VAT Inclusive).

The Cyber Security Workshop: Institutions continue to worry about the persistent threat of cyber-related attacks on their operations. In many cases, management is faced with the challenge of understanding the underlying cause(s) and the potential solution paths available. The workshop will focus on creating a crisp understanding, in plain language, of the nuances and issues associated with dealing with corporate cyber security matters that would facilitate the safeguarding of the institution's IT environment including exploring core matters relating to the IT Systems Structures, how the IT System is breached, the System Protection Basics, Risk-Based Approach to business, IT Audit, IT Governance, the imperatives of Management, General Staff as well as the Auditor's Responsibility towards mitigating any risk of financial loss, disruption or damage due to failure of its information technology systems.

The Procurement Workshop: Next to the quality & effectiveness of corporate leadership, the most talked-about source of governance worry today is procurement-related. Many institutions continue to battle with procurement-related system weaknesses that provide fodder to internal opportunists and external fraudsters who exploit inherent loopholes to their benefit resulting in resource losses for the institutions. This workshop, in tackling the above, will among other things, focus on identifying practical and realistic paths for strategic improvements in Strategic Procurement Planning, Vendor/Client Management Systems, Fraud, Corruption and Procurement Red-Herrings, Obsolescence and Expired Materials Management, Surplus Disposal, Scrap Declaration and Management. It will explore avenues for disabling fraudsters' capabilities to exploit legislation and any inherent loopholes to their benefit at great cost to institutional development and progress

Registration Details & Fees: Our detailed course pamphlet and registration forms (with exciting discount offers) are attached for your further action, please.

We look forward to your participation in this programme.

Yours faithfully,

Eric N. Yankah
EXECUTIVE DIRECTOR

Two Exciting November 2017 TRAINING WORKSHOPS

**CYBER SECURITY-
SAFEGUARDING YOUR
IT ENVIRONMENT:
A DIAGNOSTIC
APPROACH**
NOVEMBER 14-16, 2017

**EFFECTIVE
MANAGEMENT REVIEW
& AUDIT OF THE
PROCUREMENT,
LOGISTICS & SUPPLY-
CHAIN RELATED
FUNCTIONS**
NOVEMBER 21-22, 2017

**SUNLODGE HOTEL
TESANO, ACCRA**

CYBER SECURITY - SAFEGUARDING YOUR IT ENVIRONMENT: A DIAGNOSTIC APPROACH

November 14-16, 2017

WHY YOU SHOULD ATTEND:

Every institution – public or private – continues to worry about the continuing threat of cyber-attacks, IT system breaches and similar incidents on their business systems. In many cases, Management is left without a clear understanding of the underlying issues and potential solution paths available. The risk of immobilization, damage and/ or loss of data, information, funds, resources and system availability is one consequence that every institution would wish to minimize, if not eliminate.

WORKSHOP FOCUS: The workshop will focus on creating a crisp understanding, in plain language, of the nuances and issues associated with dealing with corporate cyber security matters that would facilitate the safeguarding of the institution's IT environment. It would focus on exploring core issues relating to Cyber Security, the IT environment, how the IT System is breached, the IT Systems Structures, the System Protection Basics, Risk-Based Approach to business, IT Audit, IT Governance, the imperatives of Management, General Staff as well as the Auditor's Responsibility towards mitigating any risk of financial loss, disruption or damage to the reputation of an institution that could result from the (potential or likely) failure of its information technology systems.

WHO SHOULD ATTEND?

Board Audit & Risk Committee Members, CEOs & other Management Staff, Internal Auditors, Financial Controllers & Accountants, Corporate Risk Officers, Security Officers, MIS & ICT Practitioners, persons interested in broadening their scope on Cyber-Security issues

PARTICIPATION FEE: GHS 2,200.00 (VAT/NHIL inclusive)

See back of pamphlet for exciting discount offers

FOR EACH WORKSHOP YOU WILL RECEIVE ... The professional development training, course materials, daily snack, buffet lunch, a certificate of participation in addition to a networking opportunity to expand your horizons and to share your experiences with other delegates.

EFFECTIVE MANAGEMENT REVIEW & AUDIT OF THE PROCUREMENT, LOGISTICS & SUPPLY CHAIN RELATED FUNCTIONS

November 21-22, 2017

WHY YOU SHOULD ATTEND:

At one time or the other, organisations procure goods, services, works, manage inventory and support services, move or have materials carried to and from their working areas in support of their operations. Mostly, the entire framework, under which these activities are carried-out, is not given the required review attention. Fears of corruption, fraud, quality, maintenance and absence of total cost benefit continue to plague organisations. Today, the biggest source of governance worry next to leadership is procurement-related. With costs rising on a daily basis, the need for full reflection and introspection should not be treated optional but an absolute imperative.

WORKSHOP FOCUS: This workshop will focus on the review and audit of Corporate Value Assessment, Strategic Procurement Planning, Vendor/Client Management Systems, The Bidding Process, Contracts and Award System, Implementation and Delivery Systems, Stores and Warehousing, Shipping and Logistics, Fraud, Corruption and Procurement Red-Herrings, Material Usage and Requisition, Obsolescence and Expired Materials Management, Surplus Disposal, Scrap Declaration and Management. It will also explore avenues, with a view of disabling fraudster capabilities, under which fraudsters exploit legislation and any inherent loopholes to their benefit at great cost to institutional development and progress.

WHO SHOULD ATTEND?

Board Audit & Risk Committee Members, CEOs & other Management Staff, Entity Tender Committee Members, Internal Auditors, Procurement, Logistics & Supply Chain Staff, Administrators, Financial Controllers & Accountants, Management & Staff involved or interested in the renaissance of their Procurement, Logistic & Supply Chain related functions

PARTICIPATION FEE: GHS 1,800.00 (VAT/NHIL inclusive)

See back of pamphlet for exciting discount offers

SUNLODGE HOTEL IS EASY TO FIND ... Just open your (Google) Maps application on your phone and simply search for **5.6006476,-0.2283096** and you will be directed there. If you think you are getting lost, just call us..

Enquiries & Easy Ways to Register

- Download & complete the registration forms from www.yankahlink.net
- Email us at courses@yankahlink.net
- Call Amoakowaa or Anita on our Hotlines
• **024-4968976** or **024-6672105**

Special Discount Offer: Pay your Course Fees early (UP TO 5 DAYS PRIOR TO EACH WORKSHOP) and enjoy our special discount Offers:

- **Individual Registrations:** GHS 100 rebate per person
- **Group Registrations:** Talk to us if you are registering 5 or more participants from the same institution (on a single registration form) for **ADDITIONAL DISCOUNTS**

NB: *Discounts are not applicable to late or staggered registrations or for payments received outside the discount offer period.*

Yankahlink Limited

PROVIDING CONSULTING AND ADVISORY SERVICES, WITH A CLIENT-FRIENDLY COLLABORATIVE APPROACH, IN A VARIETY OF SPECIALISED AREAS OF INTEREST.

SOLUTIONS YOU WILL BE PROUD TO RECOMMEND TO OTHERS

VISIT, WRITE OR GIVE US A CALL TODAY

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SEMINARS & TRAINING WORKSHOP BOOKING FORM (NOVEMBER 2017)

Please use separate forms if registering for more than ONE workshop

SELECTED SEMINAR WORKSHOP: CHOOSE ONE FOR THIS FORM	a) Cyber Security-Safeguarding Your I.T. Environment: A Diagnostic Approach (November 14-16, 2017).
	b) Effective Management Review & Audit of the Procurement, Logistics & Supply Chain Related Functions (November 21-22, 2017)..

Participant(s) to be registered:

	FULL NAME <i>(as must appear on Participation Certificate)</i>	JOB TITLE
1		
2		
3		
4		
5		

(Please use reverse of this sheet to sign in additional participants, if applicable)

CORPORATE BOOKING? [Yes/No] <i>(if yes, Signature of Authorising Officer is required)</i>
Name of Institution:
Responsible/Approving Officer Name, Signature and Corporate Stamp:

Contact Person (for follow-ups):

Address.....

Office Telephone. Cell Phone

Signature, Date (Contact Person)

Fees & Payments: See course pamphlet for Participation Fees and Discount Offers.

- The fee per participant covers the training, daily snack, buffet lunch, course materials and a participation certificate.
- All payments may be effected in Cash or with Bankers' Drafts or Crossed Cheques, payable to **YANKAHLINK LIMITED**. *If you wish to pay your registration fees directly into our bank account, call us for details.*

Registration Enquiries? Please call **Amoakowaa or Anita on 030-3207028 or 030-3207029**

PLEASE NOTE THAT YOUR BOOKING IS CONFIRMED ONLY WHEN SIGNED REGISTRATION FORM AND/OR PAYMENT HAS BEEN RECEIVED

REFUND POLICY: Late cancellation of registration bookings less than 3 days prior to the training event will attract 75% of the Registration per participant. Alternate participants (from same institution) may however replace originally booked delegates at no extra cost or surcharge.

Thank you for your booking. Come & share the learning space with us.

<p align="center">You may deliver, post, fax or scan & email your completed Form to us. You can also call us to collect your Registration Forms and Cheques.</p>
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