

November 3, 2015

INVITATION TO REGISTER FOR A CAPACITY DEVELOPMENT WORKSHOP

“PLANNING AND CONDUCTING AUDITS IN A RISK MANAGEMENT CONTEXT”

November 24 – 25, 2015, Sunlodge Hotel, Tesano, Accra

We are pleased to invite you to participate in our upcoming two-day professional development training workshop organized on the subject:

“Planning and Conducting Audits in a Risk Management Context”

to be held at the SunLodge Hotel, Tesano, Accra from Tuesday – Wednesday, November 24-25, 2015 from 8:30am to 4:00pm each day.

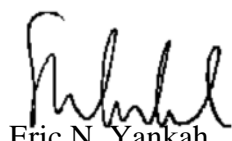
The Workshop meant for internal auditors, finance, accounting and other operational staff who play significant roles in audits (either as clients, reviewing staff or implementers of audit recommendations) will focus on exploring the *what* requires to be done, and *how* the planning and conduct of audits can be carried out with maximum effect given the risk constraints identified in participants’ respective institutions. Board & ARIC members are also welcomed. Very critical cutting-edge topics related to the subject matter would be discussed.

We expect that participants will acquire and/or consolidate their performance capability with the learning experiences from this workshop and leave well-equipped to add value, and create the requisite improvement impact on the corporate governance of their institutions.

Registration Details and Fees: Our workshop registration set is attached for your further action please. The fee per participant is GHS 1,200.00 (*inclusive of VAT/NHIL*) covering the professional development training, the course materials, two daily snacks, buffet lunch and participation certificate.

Special Offer: If you are acting on behalf of an institution, you may Register & Pay for any four (4) participants from the same organization in one booking and get the 5th registration at discounted price of GHS800 (*inclusive of VAT*).

We look forward to your participation in this programme.



Eric N. Yankah

EXECUTIVE DIRECTOR

Yankahlink Advisors

Presents another 2-day Cutting-Edge Training & Development Workshop on

PLANNING & CONDUCTING AUDITS IN A RISK MANAGEMENT CONTEXT

VENUE: Sunlodge Hotel, Tesano, Accra

DATE: Tuesday-Wednesday, November 24-25, 2015

TIME: 8:30am - 4:30pm each Day

FEE: GHC1200 (VAT Inclusive) per participant

Fee covers Training plus
course materials, 2 daily
snacks, buffet lunch &
participation certificate

WHY YOU SHOULD COME: You always want to make sure you identify and cover all your risk flashpoints? You need to ensure that the External Auditors rely on your work? You want to assure Management that compliance and governance assurance can be taken for granted? Is it any audit that can make the difference or do you need targeted audits to truly add value to the management & growth of your institution? Your actual Audits for 2015 and earlier years have not really meet your intended strategic objectives? You want to realistically plan for your 2016 audits? Then this is your Workshop!!

Grab the tools to gain effective and strategic superiority over your audit problems. Know how to conduct your audits with all the risk constraints? Let the conduct and outcomes of your audits impact significantly on corporate governance in your Institution. What if the risk constraints impact on the internal audit unit itself? Don't grope in the dark scratching the walls! Come and learn how to stay at least one step ahead.

WHO SHOULD ATTEND: Internal Auditors, Board Audit & Risk Committee Members, Heads of Institutions, Private & Public Sector Management Staff interested in supporting the internal audit to make a difference, Accountants, Managers and Administrators with responsibility for sensitive data integrity, Risk Managers, etc

REGISTRATION & ENQUIRIES: Just contact Anita or Annabella on

Tel: 030-3207028 or 030-3207029 or 024-6672105 or 057-6826140 **Fax:** 030-3207030 **Email:** courses@yankahlink.net.

Download the detailed Workshop Invitation & Registration Forms from www.yankahlink.net.

We can also deliver the registration forms to you by hand or email.

IF YOU PREFER, CALL US TO RUN A CUSTOMISED IN-HOUSE PROGRAMME FOR YOUR INSTITUTION

YANKAHLINK - PRACTICAL LEARNING EXPERIENCE WITH THE PROFESSIONALS WHO LIVE IT ALWAYS





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PARTICIPANTS' BOOKING FORM
SEMINARS & TRAINING WORKSHOP BOOKING FORM

SELECTED SEMINAR/WORKSHOP: _____

(Please use separate forms if registering for more than ONE workshop)

CORPORATE BOOKING? [Yes/No] _____ (if yes, Signature of Authorising Officer is required)

Name of Institution (if Corporate Booking)

Address.....

Participant(s) to be registered:

	FULL NAME (as must appear on Participation Certificate)	TITLE
1		
2		
3		
4		
5		

(Please use another sheet to sign in additional delegates from your institution, if applicable)

Contact Person for follow-ups:

Office Telephone. Cell Phone

Responsible Officer/Approving Authority Name:

Signature, Date (& Stamp for institutional bookings)

PLEASE NOTE THAT YOUR BOOKING IS CONFIRMED ONLY WHEN FULL PAYMENT HAS BEEN RECEIVED

Fees: The fee per participant is One Thousand Two Hundred Ghana Cedis (GHS1,200.00) *inclusive of VAT/NHIL*, which will cover the training, two daily snacks, buffet lunch, course materials and a participation certificate. **Special Discounts are available (call for details & applicable conditions)**

Payments: All payments may be effected in Cash or with Bankers' Draft or Crossed Cheques payable to **YANKAHLINK LIMITED**.

If you wish to pay your registration fees directly into our bank account, call us for details.

For Further Registration Enquiries, Contact us by email or call either Anita or Annabella on:

Office Tel: 030-3207028 or 030-3207029 or **Mobile Tels:** 024-6672105 or 057-6826140.

REFUND POLICY: Late cancellation of registration bookings less than 5 days prior to the training event will attract a 75% Fee or Surcharge. Affected participants may however be replaced by alternate officers at no extra cost or surcharge.

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

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.