



Consultants & Advisors
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Yankahlink Limited

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March 10, 2014

INVITATION TO REGISTER FOR A CAPACITY DEVELOPMENT WORKSHOP

“EFFECTIVE & COMPREHENSIVE AUDITING OF PROJECTS”

March 25-26, 2014, Sunlodge Hotel, Tesano, Accra

We are pleased to invite you and staff to participate in our upcoming two-day professional development training workshop organised on the above subject scheduled to be held at the Sunlodge Hotel, Tesano, Accra from Tuesday-Wednesday, March 25-26, 2014 from 8:30am to 4:00pm each day.

Workshop Background: At some stage in time, every institution embarks on the implementation of a project – infrastructural, service, software application deployment, etc – that it expects would deliver future value to the growth of the institution. Whilst seeming success is achieved for some projects, other projects either fail, remain incomplete or are completed shoddily or simply do not provide the platform of usage as originally expected.

This Workshop will therefore focus on how management and internal audit can provide assurance of value-addition through the deployment of an effective audit review framework of ongoing and prospective projects commissioned by our institutions. The learning modules to be explored will provide participants with the requisite skills to ask the right field questions, probe better and more effectively into the progress of the projects, identify project risks more efficiently, among other things to enable speedy and timely remedial responses.

We will cover, from an audit perspective, very critical topics related to the subject matter, including but not limited to: Scope Management; Integration; Time, Cost & Human Resource Management; Project Integration & Risk Management; Procurement & Contract Administration; Project Supervision & Quality Management; Project Client & Stakeholder Management; Project Safety, Environmental & Resettlement Management as well as Project Communications & Reporting.

As is always our expectation, participants will leave the workshop well-equipped to add value, and create the requisite improvement impact on the corporate governance of their institutions.

Registration Details & Fees: Please find attached for your further action, our workshop registration pack. The fee per participant is Six Hundred Ghana Cedis (GHS600.00) (inclusive of VAT/NHIL) covering the professional development training, the course materials, two daily snacks, buffet lunch and participation certificate.

We look forward to your participation in this programme.

Eric N. Yankah
EXECUTIVE DIRECTOR

You are invited to another cutting-edge
Training & Development Workshop on the subject:

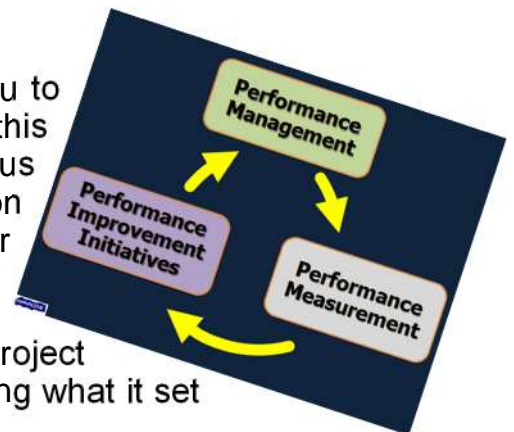
EFFECTIVE & COMPREHENSIVE AUDITING OF PROJECTS

Sunlodge Hotel, Tesano, Accra
Tues-Wed, March 25-26, 2014
@ 8:30am - 4:00pm each Day

WHY YOU SHOULD ATTEND:

You have a number of projects that everyone expects you to provide audit and inspection oversight over. In this workshop, we will explore the nooks and crannies of various project types (infrastructural, service, software application deployment, etc) – and review effective methodologies for auditing projects to assure value for money and corporate satisfaction. You will leave very empowered!!

- ♦ From Planning to procurement to Implementation to Project Delivery, how do you assure that your institution is getting what it set out to obtain?
- ♦ Is it the “beauty” of the delivered product or the meeting of specifications?
- ♦ How do you understand the language of the technical staff when you can’t communicate with them?
- ♦ When is a project tagged or marked “completed”? What about Change & Variation Orders? What do you do with residual items and how do you keep track of the project closure trails?
- ♦ Effective Auditing versus Monitoring & Evaluation – similarities and differences, and more!



We all love to see Projects delivered on time, within budget and to specifications. We appreciate the full effectiveness of warranties. But are you sure, what you get is what was planned to be delivered?

Don't grope in the dark scratching the walls!

Come and learn how to stay at least one step ahead. **THIS IS YOUR WORKSHOP!!**

**The participation Fee
for the Workshop is
GHC600 per delegate
(VAT Inclusive)**

**Payment by Cash or Cheques &
Bankers Drafts payable to
YANKAHLINK LIMITED**

WHAT YOU GET:

The professional development training, the course materials, two daily snacks, buffet lunch, & your participation certificate plus a networking opportunity to expand your horizons and share ideas & experiences with other participants.

REGISTRATION & ENQUIRIES: Four Easy Ways to Register

- Call Amoakowaa or Anita on our Course Hotlines
 - 030-3207028 or 030-3207029
 - 028-3207028 or 028-3207029
- Email us at courses@yankahlink.net
- Download & complete the registration forms from www.yankahlink.net
- Send us a fax on 030-3207030



WHO SHOULD ATTEND:

Board Audit & Risk Committee Members, Internal Auditors, Heads of Institutions, management & senior staff involved in client representation in projects, etc.



We also run in-house customised management development and awareness programmes for groups & institutions on Fraud, Risk, Business Planning, Governance & Strategy as well as Board & Senior Management retreats & orientation workshops. **GIVE US A CALL TODAY!!!**



Yankahlink Limited

We provide consulting and advisory services in a variety of specialised areas of interest with a client-friendly collaborative approach.

**SOLUTIONS YOU WILL BE PROUD
TO RECOMMEND TO OTHERS**

**VISIT , WRITE OR GIVE US A CALL
TODAY**

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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		

(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 Six Hundred Ghana Cedis (GHC600.00) *inclusive of VAT/NHIL*, which will cover the training, two daily snacks, buffet lunch, course materials and a participation certificate.

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, please contact us by email or phone. You may also speak via our registration hotlines to either Amoakowaa (028-3207028) or Anita (028-3207029).

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.