



Consultants & Advisors  
www.yankahlink.net

## Yankahlink Limited

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September 16, 2014

### **INVITATION TO REGISTER FOR A CAPACITY DEVELOPMENT WORKSHOP**

#### **“EFFECTIVE MANAGEMENT REVIEW & AUDIT OF PROCUREMENT, LOGISTICS & SUPPLY CHAIN-RELATED FUNCTIONS”**

**OCTOBER 21-22, 2014, SUNLODGE HOTEL, TESANO, ACCRA**

We are pleased to invite you 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, October 21-22, 2014 from 8:30am to 4:00pm each day.

**Why Attend?** No organisation, however small or big, can last a day without some procurement related activity. All organisations (public & private) procure goods & services, manage inventory and support services, move or have materials carried to and from their working areas to support their operations. It could be small office items or large scale projects.

The entire framework, under which these activities are carried out, is not given the serious review attention required with the consequence that the biggest source of governance worry after leadership today is procurement-related. Fears of corruption, fraud, quality and absence of total cost benefit continue to plague both the private and public sectors. With costs rising on a daily basis, the need for full reflection and introspection is an absolute imperative. It is time to invest in sustaining governance confidence via a thorough review to provide the requisite assurance to management. Sadly most of the time, and to the detriment of their organisations, auditors and management alike only look at evidence of invoices, payments to vendors, inventory count, delivery of goods, etc. during their reviews.

In this course, we shall examine and demonstrate effective methodologies for undertaking management reviews and/or audits of the supply chain-related functions so as to provide participants with a very comprehensive understanding to enable them return to their organisations very well equipped to add functional value.

**Registration Details & Fees:** The fee per participant is Eight Hundred & Fifty Ghana Cedis (GHS850.00) (inclusive of VAT/NHIL). Please see our accompanying workshop registration pamphlet for details as well as the special registration and early payment discounts on offer.

We look forward to your participation in this programme.

Eric N. Yankah  
**EXECUTIVE DIRECTOR**

# yankahLINK

**TRAINING  
Programmes**

**Connecting Business Leaders to Ideas, Concepts & Experiential Learning**

Join us for our new cutting-edge  
Training & Development Workshop on the subject:  
**EFFECTIVE MANAGEMENT REVIEW &  
AUDIT OF PROCUREMENT, LOGISTICS  
& SUPPLY CHAIN-RELATED FUNCTIONS**

**Sunlodge Hotel, Tesano, Accra  
Tues-Wed, October 21-22, 2014  
@ 8:30am - 4:00pm each Day**

**WHY YOU SHOULD ATTEND:** No organisation, however small or big, can last a day without some procurement related activity. All organisations (public & private) procure goods & services, manage inventory and support services, move or have materials carried to and from their working areas to support their operations. It could be small office items or large scale projects. The entire framework under which these activities are carried out is not given the serious review attention required, with the consequence that the biggest source of governance worry after leadership today, is procurement-related. Fears of corruption, fraud, quality and absence of total cost benefit continue to plague both the private and public sectors. Understanding the key dynamics of this rather complex but necessary element of institutional progression is critical to the successful management of every institution. With rising costs on a daily basis, the need for full reflection and introspection is an absolute imperative. We cannot afford to spend like we have always spent. It is time to invest in sustaining governance confidence even under these trying times via a thorough review to provide the requisite assurance to management. Sadly most of the time and to the detriment of their organisations, auditors and management alike only look at evidence of invoices, payments to vendors, inventory count, delivery of goods etc, during their reviews. In this workshop, therefore we shall examine and demonstrate effective methodologies for undertaking management reviews and/or audits so as to provide participants a very comprehensive understanding of the real nooks and crannies of their procurement, logistics and supply chain-related functions, to enable them return to their organisations very well equipped to add functional value.

## **The Harsh Reality**

- > We follow the Law, the rules & procedures rigidly yet we continue to experience challenges with our Function
- > We are spending so much yet we almost always don't end up with true value for money
- > Is it the People involved? Or is it the "system" & environment?

## **SPECIAL DISCOUNTS**

- > Eligible registered students offering Internal Audit, Purchasing & Supply or Logistics programmes in Tertiary Institutions may apply for a 25% discount with proof of studentship. RIGHT OF ADMISSION IS RESERVED.
- > Register any three participants from one organisation and get fourth participant at 25% discount (OFFER VALID ONLY AT TIME OF FIRST REGISTRATION OF THE FOUR PARTICIPANTS)

**YOU DON'T WANT TO MISS THIS OPPORTUNITY**

## 3 Easy Ways to Register

- a) Call Amoakowaa or Anita on our Course Hotlines
  - 030-3207028 or 030-3207029
  - 028-3207028 or 028-3207029
- b) Email [courses@yankahlink.net](mailto:courses@yankahlink.net)
- c) Download & complete the registration forms from [www.yankahlink.net](http://www.yankahlink.net)

**KEY WORKSHOP TOPICS:** This is a very packed workshop. Our hands-on interactive practical learning modules will enable participants leave the workshop well-equipped to add value, and create the requisite improvement impact on the corporate governance of their institutions.

Our focus will include, but not limited to, Corporate Value Assessment,

Strategic Procurement Planning, Vendor/Client Management Systems, The Bidding Process, Contracts & Award Systems, Implementation & Delivery Systems, Stores & Warehousing, Shipping & Logistics, Fraud, Corruption and Procurement Red-Herrings, Information Systems, Materials Usage & Requisitioning, User Participation, Special & Emergency Procurement, Obsolescence & Expired Materials Management, Surplus Disposal, Scrap Declaration & Management, Stores Accounting & Corporate Financial Accounts Stabilization, Records Management, Change Management, Training & Development, and more.

### **WHO SHOULD ATTEND:**

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

**PAY EARLY, BY OCTOBER  
14TH, TO ENJOY THE  
DISCOUNTS**

# GHS 850

VAT inclusive

**Register & Pay by  
Oct 14, 2014 and get  
GHS50 Discount**

### **The Fee covers:**

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.



## **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:**

	<b>FULL NAME (as must appear on Participation Certificate)</b>	<b>TITLE</b>
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 Eight Hundred & Fifty Ghana Cedis (GHC850.00) *inclusive of VAT/NHIL*, which will cover the training, two daily snacks, buffet lunch, course materials and a participation certificate. **Special Discounts are available (see pamphlet for 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,** 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.