



Consultants & Advisors
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Yankahlink Limited

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June 10, 2016

INVITATION TO CAPACITY DEVELOPMENT TRAINING PROGRAMME
“EFFECTIVE & COMPREHENSIVE REVIEW AND AUDIT OF
SERVICE CONTRACTS & PROJECTS”
July 5-6, 2016, 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, July 5-6, 2016 from 8:30am to 4:00pm each day.

Workshop Background: All institutions, as part of their mandate, embark on the implementation of various kinds of projects and enter into a variety of contract types (for example, infrastructure-related, provision of services, lease contracts, software development & application deployment to concession agreements) towards their implementation. These contracts (are nominally designed and via proper negotiations) are expected to yield or deliver strategic value to the growth of the institutions. Whether an institution is on the vendor side, or on the client/beneficiary side, it is critical and essential that at all times, all components of the project cycle from development to completion are managed successfully, and with minimal risk.

Through the deployment of an effective audit review framework of ongoing and prospective projects commissioned by our institutions, this Workshop will focus how management and internal audit can provide assurance of value-addition through exposure to very critical topics and in-depth analysis of key underlying factors associated with all strategic facets of the project development & implementation cycle. Consequently, from a review and audit perspective, participants will through the Workshop's learning modules, be equipped with the requisite skills 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 One Thousand Five Hundred Ghana Cedis (GHS1,500.00) (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



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PARTICIPANTS' BOOKING FORM
SEMINARS & TRAINING WORKSHOP BOOKING FORM

EFFECTIVE/COMPREHENSIVE REVIEW & AUDIT OF SERVICE CONTRACTS & PROJECTS

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 SIGNED
AUTHORISED FORM OR PAYMENT HAS BEEN RECEIVED**

Fees: The fee per participant is One Thousand Five Hundred Ghana Cedis (GHC1,500.00) *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 Cheque, 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 **Anita or Kennedy (030-3207028 or 030-7002217 or 024-6672105)**.

REFUND POLICY: Late cancellation of registration bookings less than 5 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.

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.

Yankahlink Advisors

invites you to its next Training & Development Workshop

"EFFECTIVE & COMPREHENSIVE REVIEW & AUDIT OF SERVICE CONTRACTS & PROJECTS "

SunLodge Hotel, Tesano, Accra

Tuesday-Wednesday, JULY 5-6, 2016

8:30am - 4:00pm each day

GHS 1,500 (VAT/NHIL inclusive) **per participant**

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

WHY YOU SHOULD COME: You have a number of service contracts and 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 the projects and service contracts to assure value for money and corporate satisfaction. You will leave superbly 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?
- What validation can you do when 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?
- How do you understand the language of the technical staff when you can't communicate with them?
- Management Reviews, Effective Auditing versus Monitoring & Evaluation – similarities and differences, and more!

WHO SHOULD ATTEND: Internal Auditors, Board Audit & Risk Committee Members, Heads of Institutions, management & senior staff involved in client representation in projects, Assembly Members, Project Evaluation Staff, etc.

EASY REGISTRATION & ENQUIRIES:

Just contact **Anita** or **Kennedy** at Yankahlink today:

- Call: **030-3207028** or **0307002217** or **024-6672105**
- Fax: **030-3207030**, Email: **courses@yankahlink.net**



You can also Register or download the Registration Pack at www.yankahlink.net