

SEMINAR / COURSE ON
INTERNAL CONTROLS AND COMPLIANCE
IN TODAY'S MANAGEMENT
2-day event.

Objective of this seminar:

- To get the participants to understand what internal controls theories and fundamentals are all about.
- For participants to know the various control types and so they advise their management on the correct and effective types of controls for management tool.
- To understand the synergy between controls and compliances.
- Awareness of today's business and non-business landscape that warrants robust compliance standards versus yonder years' industry and business landscapes that subsist on simple or no compliance guidelines and standards.
- To understand the two areas of compliance: internally driven and externally-enforced; and why the need for both in today's businesses, and in profit and non-profit organisations.
- To be able to implement COSO's internal control framework & methodology to compliment or support your organisation's risk management programme so as to comply with regulatory (Security Commission for example) and best practice in today's risk management journey.

PART A: CONTROL

Module 1: What is control, or internal control?

- Characteristics of controls.
- Types of control.
- Hard controls, soft controls.

- Tangible control and intangible controls.

Module 2: Benefits / purposes of having controls in organisations.

- To meet business, corporate and overall organisational objectives.
- As a management tool.
- Administrative controls.
- Management controls.

Module 3: Understanding management's application of controls, threshold/tolerance limits.

- To manage risks and uncertainties.
- To avoid surprises and unknown agendas.
- To ensure quality and consistent standards of operations and services.

Module 4: The emphasis of controls by supporting services in organisations:

- Internal audit function.
- Risk management function.
- Back-office and support function.
- Quality Assurance function.
- Compliance management function.

Module 5: Using controls to map your priorities and develop key risk indicators.

- How control influences the level (low, medium, high) risk in organisations.
- The relationship of control with inherent and residual risks.
- Mapping organisation's KRIs using control as a moderator.

Module 6: Your internal control management framework:

- COSO: For non-IT related business and non-business operations and environment.
- COBIT: For IT / IS and systems applications and environment.

Module 7: Implementing COSO's 5 components of control & ISO 31000 risk management processes:

- Know COSO's 5 component of control.
- Compare or match COSO's 5 component of controls to that of the 5-step process of ISO 31000's risk management.
- Integrate (a) ISO 31000 risk management and (b) COSO's 5 internal control components to (c) the 7 building blocks or cornerstones of risk management.

PART B: COMPLIANCE

Module 8: Internally-generated compliance.

- Knowing your inhouse compliance programme and initiatives.
- Why the need for internally or in-house compliance guidelines and framework?

Module 9: Externally-driven compliance.

- Types of regulatory or external compliance programmes and initiatives today that organisations need to implement and adhere to.
- Why the need for externally regulated compliance guidelines and rulings?

PART C: SYMBIOSIS OF CONTROL WITH COMPLIANCE, AND CSFa FOR EFFECTIVE CONTROL & COMPLIANCE PROGRAMME

Module 10: How controls influence or drive compliance, and how compliances influence and drive controls.

- Three main agendas to manage when running a business or non-business organization and they are your (i) Production/product/services, (ii) Network/distribution channels, and (iii) Customers/users,
- How to ensure consistent standards and quality in your 3 main agendas above by implementing controls and compliance guidelines.

Module 11: Knowing your critical success factors (CSFs) for effective and meaningful control and compliance programme in your organisation.

- What can go wrong, and pitfalls to avoid.
- What give rise to effective compliance programme?

METHOD OF PRESENTATION / FACILITATING THIS SEMINAR / COURSE:

1. Materials and presentation:

PowerPoint notes and articles.

2. Delivery/presentation:

Power Point. OHP and laptop. Flipchart.

3. Contemporary management book:

Distribution of two management books to each participant. These books, written by Dr Joseph Eby Ruin, are titled “*Enterprise-wide Risk Management Made Easy, 2nd edition*”, and “*Managing People and Business*”.

(4) Facilitator

Dr Joseph Eby Ruin.

He is the Principal and Proprietor of RiskFirst Consultancy & Training Services. Prior to that, he was the Executive Vice President or CRO (Chief Risk Officer) and Head of Risk Management Division of a Malaysian commercial bank.

Before his appointment as the CRO of that commercial bank, he was the General Manager and Head of Operational Risk Management Dept as well as the AML/ATF (anti-money laundering/anti-terrorism financing) Compliance Officer of another Malaysian commercial bank.

All in he has 30 years of executive and managerial experience in 12 organisations (6 banks and 6 non-banking institutions). He left full-time employment in April 2007 upon reaching the working retirement age of 55 years.

Dr J. E. Ruin had also held the post of Head of Internal Audit Division/Secretary of board’s Audit Committee in the corporations he joined prior to his career in banking. In these organisations he and his audit team focused on COSO’s internal control reviews and evaluations.

Since 1996, Dr Ruin has been invited by event or conference organisers to speak and deliver his various corporate governance/audit and risk management papers at public conferences in Malaysia, as well as outside Malaysia like in Mumbai India, Sydney Australia, Beijing and Shanghai China, Bali and Jakarta Indonesia, Seoul Korea, Bangkok and Khon Kaen Thailand, Mauritius, Brunei, Melbourne and Sydney Australia, Phnom Penh Cambodia, Manila Philippines, Kursk Russia, and in Kuala Lumpur Malaysia and Singapore.

He has written 18 management books that are on sale at local Malaysian bookshops; focusing mainly on audit, banking/finance, corporate governance, controls, people and customer services, and risk management.

He was elected the Regional Director of PRMIA (Professional Risk Managers' International Association), KL Malaysia Chapter in November 2007.

For other details of the courses/seminars/workshops that he and his firm conducts for the public and inhouse in Malaysia and overseas, please refer to the website at www.riskfirstconsult.com.my.

Who need to attend:

- Supervisors, officer or managers performing operations, supervisory functions in any kind of organization or industry.
- Strategic planners, Methods and Research personnel.
- Regulatory Officers/Managers.
- Regulatory and Compliance Officers/Managers.
- Risk Management Officers/Managers.
- Internal Auditors.
- Academicians, college and university lecturers and professors.

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