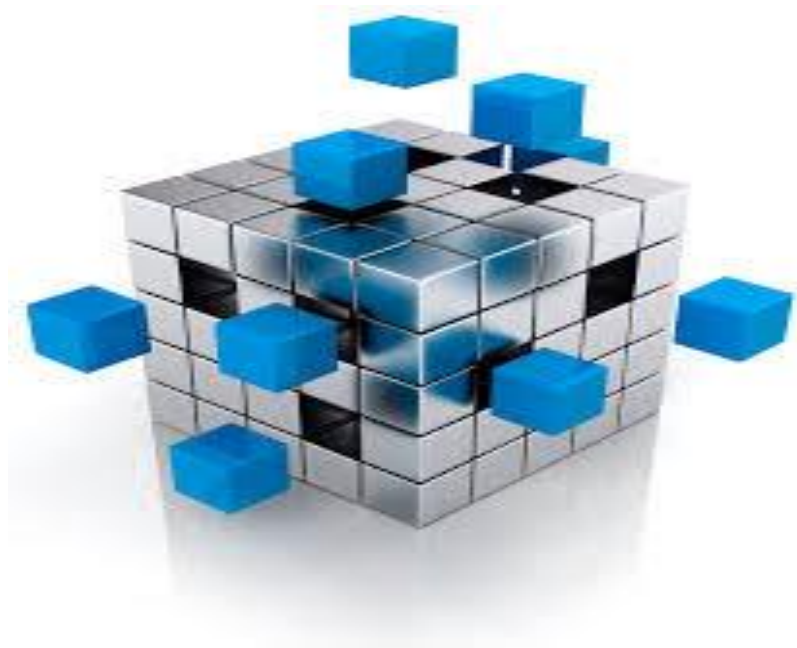


Internal Control Environment Program

**Amman – Jordan
November 25 – 27, 2018**



Contact Information:

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Dear All:

Jordan Institute of Directors ("JIoD"TM) is pleased to invite you to our **"Internal Control Environment Program"** course that is composed of three days comprehensive workshop. The program will be taking place in **November 25 - 27, 2018**. The training duration will be from 9:00 am to 3:00 pm.

Internal controls are designed to provide reasonable assurance regarding the achievement of operational objectives, such as the effectiveness and efficiency of operations, accurate and reliable financial reports, and compliance with internal regulations, policies and the external applicable laws and instructions.

The purpose of this workshop is to equip participants with knowhow on the Board's oversight of the internal control system, the Board / Board Committee's role and responsibilities towards internal control environment and internal audit policies, framework and functions versus related executive management team. Analyze the internal control, internal audit and compliance system's/functions' definition, organization, structures, governance, objectives and elements. Clarify the structure within which the Board can better oversee the internal control system, distinguish Internal Audit from Internal Control. Compliance definitions, functions and principles of Compliance. And Compliance program elements.

The course is designed to be interactive, whereby participants will have access to several handouts and real case studies.

The uniqueness of this course:

- Scientific materials developed by International Finance Corporation IFC – member of the World Bank
- Exposure to corporate governance techniques and templates
- Related annexes and handouts.
- Real case studies.
- Certified Jordanian and Arab trainers by the International Finance Corporation IFC - member of the World Bank Group with distinguished background, knowledge and hands-on practical experience will be implementing this training program.
- Toolkits that are developed by the IFC.

Who should attend the workshop?

- Audit Committee members
- Internal control senior officers and management.
- Internal Audit Senior Officers, head department and management.
- Compliance senior officers and management.
- Business Owners who wish to ensure good control environment, internal audit frameworks and functions and excellent compliance system.

- Individuals from the senior, executive and board levels of companies who wish to improve their corporate governance practices in general and in specific their Internal Control Environment.
- Corporate secretaries who will be assisting companies to implement corporate governance practices.

INVESTMENT

Original cost: **JOD 800*** per participant

- 10% discount through the Early Bird registration (**before November 1, 2018**).
- 16% sales tax will be added to the values above. يضاف ١٦% ضريبة مبيعات على المبالغ المذكورة أعلاه.

Deadline date for registration: **November 13, 2018**

* Payment must be made in one installment and in advance “**prior to the training dates**”.

SCOPE

Internal Control Environment Program

❖ Introduction - Rational for good corporate governance

The board room and corporate governance methodology
 Definition, concept and principles of corporate governance
 The corporate governance framework
 The key dimensions of corporate governance
 Benefits of good governance and investor perspective
 Success stories from MENA

❖ Internal Control System

What Happens when Internal Controls are not adequate
 Effective Practices
 Corporate Governance Relationship

Board oversight over the Internal Control system

Key Function of the Board
 Board Audit Committee
 Division of Responsibilities

Internal Control Frameworks

COSO Integrated Control Framework
 Basel Framework vs. COSO Internal Control Framework
 Internal Control Elements (Interrelated)
 Control Activities / Procedures
 Model Management Control Policy and IFC Internal Control System Model By-Law

Establishment of IT Internal Controls

COBIT 5: Framework for IT Internal Control
 COBIT 5 Principles
 Why use COBIT 5

Case Studies and Handouts

❖ Internal Audit Function

Internal Control System vs Internal Control Function
Relevant Guidance Banks and Non-Banks
Modern Definition of the Internal Audit Function
Internal Audit's Emerging Focus on Corporate Governance

Internal Audit Objective and Tasks

Internal Audit Assessment of Risk Management Function
Heat Map

Corporate Governance Structure

CG Structure: Internal Audit Roles and Functions
Internal Audit versus Internal Controls
An Effective Internal Audit Function
Outsourcing
How to prepare Internal Audit report
External Audit and Internal Audit

Audit Committee

Composition, Roles and Responsibilities
Audit Quality Indicators: An Example
Expanding Role and Expertise of the Audit Committee
Audit Committee and External Auditor
Benefits – Strong Internal Audit Function

Assessing the Control Environment using the IFC CG Methodology

What is the IFC CG "Methodology"?
CG Tools

Case Studies and Handouts

❖ Compliance

Introduction and definitions
Board Oversight over the compliance function
Function & Principles of Compliance
Compliance Reporting
Compliance Manual
Case Studies

Program Speakers

- ❖ Mrs. Oraib Qubbaj, Chief Operation Officer at JIoD
- ❖ Dr. Yehia El Hussein, Operations officer at the International Finance Corporation (IFC) – world bank group
- ❖ Mr. Fadi Abu Ghoush, Section Head of Internal Audit Department at the Social Security Investment Fund (SSIF)

REGISTRATION FORM FOR INTERNAL CONTROL ENVIRONMENT PROGRAM English
November 25-27, 2018

Personal Details:

First Name:		Mobile No.:
Last Name:		Email:
Company:		Twitter:
Position:		LinkedIn:
Land line:		Facebook:

Method of payment:

- Cash
- Cheque

Signature: _____ **Date:** _____

Would you like to suggest this workshop to other people? Yes _____ No _____

If yes, can you please provide us with some names and their contacts?

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* Please return this registration form upon completion either:

- By email to Oraib@JIoD.org or Ruba@JIoD.org
- By fax on +962 6 5856448