Government Audit Training Institute

2020 SCHEDULE OF CLASSES

Graduate School USA

Real-World Training
For Real-World Challenges

www.graduateschool.edu/gati

Program Includes:

Planning and Conducting Audits

Writing Audit Reports

Communication

Managing Audits

Audit Tools

Auditing Contracts

Fraud Prevention and Detection

Information Systems Auditing

We Are Now Accredited.

Graduate School USA (GSUSA) has been granted accreditation by the Accrediting Council for Continuing Education & Training (ACCET).

This accreditation ensures that our programs will continue to be current, relevant, and educationally sound, so that students receive the training that will help them achieve their career and professional development goals.

As a part of our accreditation, GSUSA's courses, assessment tools, and learning outcomes will be reviewed regularly to ensure adherence to the guidelines set forth by ACCET and reflect the commitment to excellence to which ACCET-accredited organizations adhere. This means that the training our students receive is meaningful and applicable as they build their skills. ACCET is an accrediting body that was founded in 1974 for the purpose of improving continuing education and training, and has been officially recognized by the U.S. Department of Education, since 1978, as a "reliable authority" as to the quality of education and training provided by the institutions they accredit.

As an ACCET accredited institution, GSUSA will be listed in the American Council on Education's Accredited Institutions of Postsecondary Education Directory and the CHEA Almanac of External Quality Review, which are widely utilized by government agencies, military services, and corporations for identifying credible education and training organizations.

Accreditation ensures that individuals are making a sound decision about the quality of the training they seek. Students can enroll with the confidence that they will be getting a high-quality training experience.

ACCET
Accredited by the Accrediting Council for Continuing Education & Training

" **Graduate School USA has nearly a century of offering premier training to government agencies and organizations, and we are pleased that ACCET has recognized our extensive success and standard of excellence with regard to our programs and staff.** "

Jack Maykoski
President & CEO of Graduate School USA

Government Audit Training Institute

Auditing courses at Graduate School USA are offered under the auspices of our Government Audit Training Institute (GATI), recognized as the premier provider of training in performance auditing. Since 1978, GATI has provided classes to meet the continuing professional education requirements of the diverse audit community.

GATI emphasizes training for performance auditing and program evaluation. Courses examine the traditional issues of economy, efficiency, performance measurement, effectiveness, internal control, and fraud. They also address all aspects of performance auditing, from courses providing an overview of the process to those concentrating on specific types of audits and methodologies — such as planning, sampling, audit skills, data analytics, report writing, and managing audit projects.

GATI instructors are subject matter expert practitioners, representing the diversity of our students and providing personal attention to their training needs.

The GAO Guidance on GAGAS Requirements for Continuing Professional Education says:

> **"The term "auditor" used throughout GAGAS…includes individuals who may be titled auditor, analyst, evaluator, and inspector, or may have a similar position."**

The terms "Audit" or "Auditor," used in GATI course listings, apply generically to all position titles engaged in audit, evaluation, and similar work.

Graduate School USA courses labeled as "AUDT," within the Government Audit Training Institute, qualify for the GAGAS-defined Government Auditing 24 CPE requirement (as well as the remaining 56 CPE of the 80 total required in a two-year period). All GATI courses are based on the Government Auditing Standards issued by the Government Accountability Office.

Graduate School USA
Real-World Training For Real-World Challenges

On-site Training

Hundreds of Graduate School USA's classroom and online courses, in a wide range of subject areas, are available for contract and on-site training.

If your training requires a customized approach, or are larger in scope, we can provide you with advice on the time required for each topic and the length of the overall training, or help you assemble a program.

Contact our Business Development team at onsite@graduateschool.edu or 800-787-9074 for assistance with your specific needs.

Benefits of On-Site Training

Convenience
Choose the best time to learn, based on your employees' workloads and schedules. Select the courses that fit your needs.

Delivery Format
Select from a variety of formats, including instructor-led classroom sessions or distance education options.

Cost Savings
Eliminate travel costs, such as employee airfare, transportation, per diem, parking, and rental cars. There is also no need for overtime or compensatory pay.

Relevance
Our courses contain federal-specific content, allowing for direct transfer of knowledge and skills to the job.

Graduate School USA
Real-World Training For Real-World Challenges

Government Audit Training Institute

Schedules, course content, pricing, instructors, and other terms and conditions of products and services offered by Graduate School USA are subject to change without prior notice. Graduate School USA is a private, not-for-profit educational institution, not affiliated with the federal government or any federal agency or department.

Government Audit Training Courses By Career Level

Government Audit Training Courses by Career Level

For over 40 years, Graduate School USA's Government Audit Training Institute (GATI) has been providing expert training to federal, state, and local government auditors; financial managers; analysts; evaluators; inspectors; and others involved in the auditing field. Our curriculum covers the skills required for financial, performance, and compliance auditing and for those striving to become leaders in the government auditing field.

GATI also offers one-day executive-style seminars for those working in audit organizations. Sessions include:

- Data Analytics: Tools and Techniques
- Enterprise Risk Management
- Ethical Decision Making for Auditors
- Leadership, Motivation and Accountability for High Performance Audit Teams and Organizations
- Selecting and Planning Audit Assignments for Return on Investment
- The Emotionally Intelligent Auditor

To help in selecting the right course to fit your career needs, we have listed our government audit training courses by career level for federal and non-federal auditors, evaluators, and analysts.

Audit courses within the GATI curriculum qualify for the GAGAS-defined 24 government Auditing CPE requirements.

All GATI Courses Reflect the GAGAS 2018 Yellow Book Revision.

Level 1: Foundation Courses

Suggested for auditors with up to three years of experience and for more experienced auditors with limited exposure to the subject matter

- Analysis Techniques for Auditors
- Audit Evidence and Documentation
- Auditing Grants
- Basic Governmental Auditing
- Compliance Auditing
- Conducting Performance Audits
- Developing and Presenting Audit Findings
- Government Auditing Standards: Review and Update
- Information Systems Auditing
- Information Technology for Auditors
- Interviewing Techniques for Auditors
- Written Communication for Auditors

Level 2: Intermediate Courses

Suggested for auditors with two to five years of experience and for more experienced auditors with limited exposure to the subject matter

- Assessing Financial Related Activities and Controls
- Assessing Controls in Performance Audits
- Assessing the Reliability of Computer-Processed Data
- Auditing with Data Analytics
- Clear Writing Through Critical Thinking
- Contract Auditing
- Counterintelligence for Information Security Assessment and Protection
- Contract and Procurement Fraud
- Data Analytics: Tools and Techniques
- The Governmental Audit: From Planning to Reporting
- Intermediate Performance Auditing
- Making Your Case to Prosecute Fraud
- Planning Audit Assignments
- Practical Statistical Sampling for Auditors
- Presentation Skills for Auditors
- Quick Response Auditing
- The Government Audit: From Planning to Reporting
- Using Metrics to Assess Performance
- Writing Audit Reports by Objectives
- Zeroing in on Bribes and Kickbacks

Level 3: Advanced Courses

Suggested for seasoned auditors with over five years of experience at mid- or upper level or for those preparing for review or management responsibilities

- Auditing Performance Outcomes
- Effective Audit Resolution, Follow-up and Implementation
- Effective Audit Supervision
- Enterprise Risk Management: Executive Seminar
- Leadership, Motivation and Accountability for High Performance Audit Teams and Organizations
- Managing the Audit Engagement
- Reviewing Other People's Report Writing
- Selecting and Planning Audits for Return on Investment
- Skills for Leading and Managing Audit Projects

All Levels

Appropriate for auditors at all levels

- Army Managers' Internal Control Administrators' Course
- Creative and Critical Thinking for Auditors
- Emotionally Intelligent Auditor: Achieving Power with People
- Ethical Decision Making for Auditors
- Federal Appropriations Law for Auditors
- Manager's and Auditor's Roles in Assessing Internal Control
- Prevention and Detection of Fraud

Competency Areas and Levels

Government Auditing, Analysis, and Evaluation Courses by Competency Area and Level

Graduate School USA wants to help you select the appropriate courses to enable you to achieve your professional development goals and to do your job better.

We have identified government auditing, financial management, leadership and management, and analysis courses to enhance the skills of federal, state, and local government auditors; analysts; evaluators; and financial managers, in compliance with GAGAS, NASBA, and DoD Financial Management Certification requirements.

All GATI Courses Reflect the GAGAS 2018 Yellow Book Revision.

Courses are identified by the following skill levels:

Foundation
Suggested for auditors with up to three years of experience and for more experienced auditors with limited exposure to the subject matter

Intermediate
Suggested for auditors with two to five years of experience and for more experienced auditors with limited exposure to the subject matter

Advanced
Suggested for seasoned auditors with over five years of experience at mid- or upper level, or for those preparing for supervisory, management or leadership responsibilities

All Levels
Appropriate for auditors at all levels

Government Auditing, Analysis, and Evaluation Courses by Competency Area and Level

Legend: ■ All Levels ■ Foundation Courses ■ Intermediate Courses ■ Advanced Courses (suggested courses)

Competency Area	Courses
Basic and Refresher Auditing Skills	Basic Governmental Auditing (AUDT7001G); Developing and Presenting Audit Findings (AUDT7021G); Audit Evidence and Documentation (AUDT7011G); Government Auditing Standards: Update and Review (AUDT7732G); Conducting Performance Audits (AUDT7002G); Interviewing Techniques for Auditors (AUDT7012G); The Government Audit: From Planning to Reporting (AUDT8032G); Quick Response Auditing (AUDT8011G); Effective Audit Resolution Follow-up and Implementation (AUDT8034G)
Performance Audit & Program Evaluation	Federal Appropriations Law for Auditors (AUDT7010G); Conducting Performance Audits (AUDT7002G); Introduction to Program Evaluation (PGMT70003D); Data Collection Methods (PGMT8011D); Cost Benefit Analysis (PGMT8100D); Intermediate Performance Auditing (AUDT8046G); Using Metrics to Assess Performance (AUDT8027G); Auditing Performance Outcomes (AUDT9012G); Management Analysis: Advanced Applications (PGMT9000D)
Writing and Communications	Written Communication for Auditors (AUDT8611G); Developing and Presenting Audit Findings (AUDT7021G); Interviewing Techniques for Auditors (AUDT7012G); Presentation Skills for Auditors (AUDT8522G); Clear Writing Through Critical Thinking (WRIT7100D); Writing Audit Reports by Objectives (AUDT8511G); Reviewing Other People's Report Writing (AUDT9502G)
Analysis and Analytics	Microsoft Excel 2013 Introduction (SPRD7155T); Microsoft Excel 2013 Intermediate (SPRD8155T); Analysis Techniques for Auditors (AUDT7900G); Practical Statistical Sampling for Auditors (AUDT8112G); Decision Support Analytics (FINC8120D); Data Analytics: Tools and Techniques (AUDT8913G); Auditing with Data Analytics (AUDT8100G); Intermediate Decision Support Analytics (FINC9150D); Microsoft Excel 2013: Advanced (SPRD9155T)
Internal Controls and Information Security	Army Managers' Internal Control Administrators Course (AUDT9015G); Manager's and Auditor's Roles in Assessing Internal Controls (AUDT8003G); Compliance Auditing (AUDT8095G); Counterintelligence for Information Security Assessment and Protection (AUDT7200G); Assessing Controls in Performance Audits (AUDT8021G); Assessing Financial Related Activities and Controls (AUDT8811G); Effective Audit Resolution, Follow-up and Implementation (AUDT8034G); Enterprise Risk Management: Executive Seminar (AUDT8912G)
Financial	Federal Appropriations Law for Auditors (AUDT7010G); Government General Standard Ledger (ACCT8100D); Auditing Grants (AUDT7407G); Introduction to Financial Management (FINC7000D); Introduction to Federal Accounting (ACCT7001D); Understanding Federal Financial Statements (FINC8103D); Contract Auditing (AUDT8801G); Antideficiency Act (FINC7202D); Assessing Financial Related Activities and Controls (AUDT8811G); Non-Defense Working Capital Funds (FINC9250D)
Fraud	Prevention and Detection of Fraud (AUDT8002G); Making Your Case to Prosecute Fraud (AUDT8090G); Contract and Procurement Fraud (AUDT8036G); Zeroing in On Bribes and Kickbacks (AUDT8950G); Counterintelligence for Information Security Assessment and Protection (AUDT7200G)
Information Technology	Information Systems Auditing (AUD80029G); Information Technology for Auditors (AUDT8024G); Assessing the Reliability of Computer Processed Data (AUDT8043G); Counterintelligence for Information Security Assessment and Protection (AUDT7200G)
Behavioral, Planning and Results	Creative & Critical Thinking for Auditors (AUDT8012G); Ethical Decision Making for Auditors (AUDT9030G); Project Management Essentials (PGMT7007D); Planning Audit Assignments (AUDT8451G)); Auditing Performance Outcomes (AUDT9012G); Emotionally Intelligent Auditor: Achieving Power with People (AUDT8911G); Effective Audit Resolution Follow-up and Implementation (AUDT8034G); Selecting and Planning Audits for Return on Investment (AUDT8914G)
Management and Leadership	Ethical Decision Making for Auditors (AUDT9030G); Leadership, Motivation & Accountability for High Performance Audit Organizations (AUDT9010G); Effective Audit Resolution, Follow-up and Implementation (AUDT8034G); Effective Audit Supervision (AUDT9002G); Reviewing Other People's Report Writing (AUDT9502G); Executive Survival Skills (EXEC9911L); Leading Teams and Groups (TDEV8200D); Managing for Results (EXEC9913L); Skills for Leading & Managing Audit Projects (AUDT9109G); Managing the Audit Engagement (AUDT9102G)
Executive Audit Seminars	Emotionally Intelligent Auditor: Achieving Power with People (AUDT8911G); Ethical Decision Making for Auditors (AUDT9030G); Data Analytics: Tools and Techniques (AUDT8913G); Leadership, Motivation & Accountability for High Performance Audit Organizations (AUDT9010G); Selecting and Planning Audits for Return on Investment (AUDT8914G); Enterprise Risk Management: Executive Seminar (AUDT8912G)

Graduate School USA Courses that Qualify for GAGAS CPE

Courses that Qualify for GAGAS CPE

Graduate School USA offers other courses that comply with the Generally Accepted Government Auditing Standards (GAGAS) requirements for Continuing Professional Education. These courses cover a variety of subjects designed to enhance your capabilities, from financial management courses such as *Decision Support Analytics* and *Analysis* and *Interpretation of Financial Statements,* to curriculum designed to improve your communication skills, such as *Listening and Memory Development* and *Writing for Results*.

Acquisition and Contract Management

Basic Contract Administration	ACQI7500D
Consulting Skills for the Contract Professional	ACQUI8210
Federal Contracting: Ethics Compliance and Enforcement	ACQI7023D
FAR Basics	ACQI7100D
Government Contract Law	ACQI8505D
Simplified Acquisition Procedures	ACQI7506D

Budgeting and Accounting

Budget Execution	BUDG7100D
Federal Accounting Standards	ACCT7102D
Federal Budgeting for Non-Budgeting Personnel	BUDG7000D
Government Standard General Ledger	ACCT8100D
Intermediate Federal Accounting	ACCT8003D
Introduction to Federal Accounting	ACCT7001D
Intermediate Federal Accounting	ACCT8003D

Communication Skills

Briefing Techniques	COMM7002D
Clear Writing Through Critical Thinking	WRIT7100D
Constructive Conflict Resolution Skills	COMM7004D
Interpersonal Communications	COMM7006D
Listening and Memory Development	COMM7007D
Speaking with Confidence	COMM7010D
Writing for Results	WRIT7110D
Thinking Critically, Writing Clearly (Online)	WRIT301A

Financial Management

Advanced Appropriations Law	FINC9100D
Antideficiency Act	FINC7207D
Appropriations Law for Reimbursements, Revolving Funds, and User Fees	FINC9115D
Decision Support Analytics	FINC8120D
Federal Appropriations Law Refresher and Update	FINC8147D
Federal Budgeting, Execution and Accounting: The Relationship	FINC8300D
Federal Financial Systems & Policies	BUDG8005D
Intermediate Decision Support Analytics	FINC9150D
Introduction to Financial Management	FINC7000D
Understanding Federal Financial Statements	FINC8103D

Information Technology

Microsoft Excel 2013: Introduction	SPRD7155T
Microsoft Excel 2013: Intermediate	SPRD8155T
Microsoft Excel 2013: Advanced	SPRD9155T

Leadership and Management

Decision Making and Problem Solving	MGMT8102D
Executive Survival Skills	EXEC9911L
Leading Teams and Groups	TDEV8200D
Leadership Skills for Non-Supervisors	ADMB7006D
Leadership Skills for Non-Supervisions (Online)	ADMB7506A
Managing for Results	EXEC9913L
Systems Thinking	LEAD8100L
The Power of Influence Over Authority	MGMT7120D

Program and Management Analysis

Business Analysis: Overview	PGMT7400D
Cost Benefit Analysis Workshop	PGMT8100D
Data Analysis and Storytelling	PGMT8050D
Data Collection and Analysis	PGMT7001D
Introduction to Program Evaluation	PGMT7003D
Management Analysis: Advanced Applications	PGMT9000D
Management Analysis: Overview	PGMT7000D
Management Analysis: Planning	PGMT7004D
Project Management Essentials	PGMT7007D

Statistics

Descriptive Statistics for Data Analysis	PGMT8200D
Information Statistics for Data Analysis	PGMT9200D

Analysis Techniques for Auditors

AUDT7900G   **2 Days**   **16 CPE**   **$739**

Auditors need a to analyzing data a number of ways to evaluate performance, risk, activity, and cause and effect, to efficiently conduct audits. Analysts have developed methods for evaluating data that we believe are essential to auditors. This course presents analytical techniques that auditors in the public and private sectors can use to identify and illustrate problems with or components of performance, assess their causes, and identify solutions with a focus on developing findings and making recommendations. The objective is to present the quantitative and qualitative techniques, discuss their uses, illustrate their applications, and provide practice in applying them to public sector case study audit exercises.

LEARNING OUTCOMES

• Describe each analytical technique and its specific use

• Explain the steps in applying each technique

• Apply each technique to one or more case exercises, following the steps for preparing the analysis and interpreting the results

• Select when to use specific analysis techniques

WHO SHOULD ATTEND?

Auditors with performance auditing experience

Level: Foundation

SESSION SCHEDULE   LOCATION

2/18/20 – 2/19/20	Washington, DC
3/31/20 – 4/1/20	Washington, DC
5/27/20 – 5/28/20	Atlanta, GA
6/2/20 – 6/3/20	Austin, TX
6/10/20 – 6/11/20	Denver, CO
7/15/20 – 7/16/20	Washington, DC
9/24/20 – 9/25/20	Washington, DC
12/1/20 – 12/2/20	Washington, DC

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Fundamentals and Operations of Audit	F7927
Lead Self	F7927

Army Managers' Internal Control Administrators' Course

AUDT9015G   **2 Days**   **16 CPE**   **$739**

This two-day seminar provides the detailed guidance you need to carry out your roles and responsibilities as an Army Internal Control Administrator. It covers the current statutory and regulatory requirements of the Army's Internal Control Program as well as other pertinent guidance. You will fully grasp the underlying Army philosophy on internal controls, the major elements of the Army Manager's Internal Control Program, basic responsibilities of key players in the process and GAO Internal Control Standards as well as Enterprise Risk Management. By completing practical exercises, you will gain experience in conducting internal control evaluations and identifying control weaknesses.

LEARNING OUTCOMES

• Develop an internal control plan

• Conduct effective internal control evaluations

• Identify and document material weaknesses

• Establish corrective action plans

• Prepare annual statements of assurance

• Discuss the legislation and policies associated with internal controls

• Describe Army management responsibilities as they relate to all aspects of internal controls

• Discuss the importance of the Financial Improvement and Audit Readiness (FIAR) Plan

• Describe the impact of the Government Program and Results Modernization Act on the accounting and reporting of Army programs

• GAO Green Book Internal Control Standards

WHO SHOULD ATTEND?

Internal Control Administrators and staff working for the Department of the Army, Army Reserve, and Army National Guard

Level: All

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1/8/20 – 1/9/20 .... Washington, DC

2/19/20 – 2/20/20 .... San Antonio, TX

3/12/20 – 3/13/20 .... Washington, DC

4/29/20 – 4/30/20 .... Washington, DC

5/20/20 – 5/21/20 .... Huntsville, AL

7/29/20 – 7/30/20 .... Washington, DC

9/28/20 – 9/29/20 .... Washington, DC

12/3/20 – 12/4/20 .... Washington, DC

This course applies towards completion of the
DoD Financial Management Certification Program.

DoD FM Competency	MyLearn Course Identifier
Concepts, Policies, and Principles of Auditing	F4436

Assessing Controls in Performance Audits

AUDT8021G   **2 Days**   **16 CPE**   **$739**

Explore the relationship of controls to risk and to processes and systems, the prerequisites for good controls, and techniques for assessing the design and implementation of controls. Become proficient recognizing potential risks and in preparing clear objectives that define what your audit will accomplish using a step-by-step process for planning an audit of controls, the relationship of control weaknesses to the elements of a finding, and incorporating findings into audit reports. Simulated real-world practices are provided through numerous public sector case studies and exercises. Assessing risks and controls in performance audits is now required by the 2018 Yellow Book Standards.

LEARNING OUTCOMES

- Recognize what internal controls are and their uses
- Apply the revised Government Auditing Standards guidance for considering controls in planning an audit
- Integrate an assessment of controls in the survey phase
- Plan an audit to assess controls, including development of objectives and selection of the scope and methodology to achieve objectives
- Document internal control assessment
- Develop and report findings on control deficiencies

WHO SHOULD ATTEND?

Auditors who want to learn, or refresh their knowledge of, a step-by-step process for assessing controls in performance audits and incorporating findings into audit reports.

Level: Intermediate

SESSION SCHEDULE   LOCATION

3/3/20 – 3/4/20 .... Washington, DC

4/8/20 – 4/9/20 .... Washington, DC

5/21/20 – 5/22/20 .... Washington, DC

6/29/20 – 6/30/20 .... Washington, DC

8/5/20 – 8/6/20 .... Washington, DC

10/14/20 – 10/15/20 .... Washington, DC

This course applies towards completion of the
DoD Financial Management Certification Program.

DoD FM Competency	MyLearn Course Identifier
Concepts, Policies, and Principles of Auditing	F7928

Assessing Financial-Related Activities and Controls

AUDT8811G **4 Days** **32 CPE** **$1,099**

Gain the skills necessary to audit financial-related activities and controls on a systems-procedure and results-outcome basis in accordance with auditing and internal control standards. Learn to plan and conduct audits of eight common financial activities: financial planning and budgeting, cash, receivables, procurement, payables, property management, employee compensation, and financial reporting. Simulated real-world practice is provided through numerous public sector case studies and exercises.

LEARNING OUTCOMES

- Explain the purpose and operation of financial support activities and the controls generally applicable to these activities
- Plan a review of financial activities using a "systems-procedure" approach and an "outcome" approach
- Measure the performance of financial activities
- Evaluate the application of control activities with respect to planned objectives
- Identify and detect unauthorized use of resources and illegal and unethical acts
- Formulate effective recommendations for needed improvements (cure and prevention)

WHO SHOULD ATTEND?

Auditors who assess financial-related activities and controls.
Level: Intermediate

SESSION SCHEDULE

SESSION SCHEDULE	LOCATION
4/6/20 – 4/9/20	Washington, DC
6/9/20 – 6/11/20	Washington, DC

Assessing the Reliability of Computer-Processed Data

AUDT8043G **2 Days** **16 CPE** **$739**

Develop the necessary skills to evaluate the reliability of computer-processed data regardless of the environment in which it is generated and/or processed. Learn some of the more common techniques used by auditors to assess system controls and reliability, and the processes employed to accomplish the assessments.

LEARNING OUTCOMES

- Define the professional standards, policies, and guidelines governing audit activity related to data processing and data reliability
- Define and discuss the concept of, and responsibility for, data reliability assessments
- Discuss the framework for conducting a data reliability assessment and presenting the appropriate disclosure in the audit report
- Review a structured approach for performing and documenting the data reliability assessment process

WHO SHOULD ATTEND?

Auditors who assess the reliability of computer-processed data. Participants are presumed to have attended the Information Systems Auditing (AUDT8029G) course or have equivalent knowledge.
Level: Intermediate

SESSION SCHEDULE

SESSION SCHEDULE	LOCATION
2/5/20 – 2/6/20	Washington, DC
4/1/20 – 4/2/20	Washington, DC
6/3/20 – 6/4/20	Washington, DC
7/7/20 – 7/8/20	Denver, CO
8/4/20 – 8/5/20	Washington, DC
8/18/20 – 8/19/20	Austin, TX
9/9/20 – 9/10/20	Atlanta, GA
9/29/20 – 9/30/20	Washington, DC
11/18/20 – 11/19/20	Washington, DC

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Concepts, Policies, and Principles of Auditing	F4311
Audit Planning and Management	F4311
Audit Reporting	F4311

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Auditing with Data Analytics

AUDT8100G   **3 Days**   **24 CPE**   **$949**

Auditing with Data Analytics (ADAs) can transform audits. This course concentrates on the science and art of discovering and analyzing patterns, identifying anomalies, and extracting other useful information in data underlying or related to the subject matter of an audit through analysis, modeling, and visualization while planning or performing audits. The course is also applicable to financial managers and program evaluators looking for patterns and correlation, cause and effect relationships, impact analysis, and possible fraud assessment.

Learn the use of descriptive, predictive, and prescriptive audit data analytics techniques within the auditing process for performing:

- Risk Assessment and Planning
- Auditing Financial Assertions
- Assessing Internal Controls and Operational Effectiveness
- Continuous/Concurrent Auditing and Monitoring
- Fraud Detection

LEARNING OUTCOMES

- Establish audit objectives for data analysis use
- Describe the auditee's technology environment
- Define detail data requirements
- Obtain data (Extract, Transform and Load [ETL] process)
- Perform data and statistical analysis techniques
- Evaluate results of data analysis
- Document results
- Apply data visualization

WHO SHOULD ATTEND?

Auditors, financial managers, and program evaluators with three years of experience and seasoned professionals with limited exposure to the subject matter. Analysis Techniques for Auditors (AUDT7900G) is a recommended prerequisite for this course.

Level: Intermediate

SESSION SCHEDULE	LOCATION
1/21/20 – 1/23/20	Washington, DC
3/31/20 – 4/2/20	Washington, DC
5/27/20 – 5/29/20	Washington, DC
7/27/20 – 7/29/20	Washington, DC
9/22/20 – 9/24/20	Washington, DC
12/1/20 – 12/3/20	Washington, DC

Audit Evidence and Documentation

AUDT7011G   **2 Days**   **16 CPE**   **$739**

To meet Government Auditing Standards, performance audit findings and recommendations must be supported and properly documented by sufficient, appropriate evidence. Learn the types of evidence; the tests that evidence must meet; alternative methods for collecting and documenting each type of evidence, to include use of structured data collection instruments; and the benefits of referencing. Learn how your audit objectives and design strategy affect the evidence required to conduct an audit.

LEARNING OUTCOMES

- Identify and apply the Government Auditing Standards that pertain to audit evidence and documentation
- Describe the tests, types, and sources of evidence; how evidence is collected; and how it can be documented, to include use of data collection instruments
- Apply appropriate methods in collecting and recording evidence to assure its reliability
- Design an audit to identify and obtain sufficient, relevant evidence that will satisfy the audit's objectives using a step-by-step process and a matrix to document the design
- Describe the purpose, types and forms, basic principles, and information elements of audit documentation
- Explain reasons and demonstrate methods for indexing, safeguarding, and cross-referencing audit documentation
- Describe responsibilities for supervisory review of audit documentation and the benefits of referencing the audit report to the documentation
- Plan an audit to identify and obtain sufficient, appropriate evidence that will satisfy the audit's objectives using step-by-step process

WHO SHOULD ATTEND?

Performance auditors, especially new auditors

Level: Foundation

SESSION SCHEDULE	LOCATION
1/15/20 – 1/16/20	Washington, DC
2/26/20 – 2/27/20	Atlanta, GA
3/11/20 – 3/12/20	Denver, CO
3/18/20 – 3/19/20	Washington, DC
5/5/20 – 5/6/20	Washington, DC
6/9/20 – 6/10/20	Dallas, TX
6/30/20 – 7/1/20	Washington, DC
7/22/20 – 7/23/20	Chicago, IL
8/11/20 – 8/12/20	Austin, TX
8/19/20 – 8/20/20	Washington, DC
9/1/20 – 9/2/20	San Diego, CA
9/23/20 – 9/24/20	Washington, DC
9/29/20 – 9/30/20	Las Vegas, NV
12/8/20 – 12/9/20	Washington, DC

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Concepts, Policies, and Principles of Auditing	F6696
Concepts, Policies, and Principles of Accounting	F6696
Decision Support	F6696

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Auditing Grants

AUDT7407G   **3 Days**   **24 CPE**   **$939**

Understand the full grants management process, the current regulatory requirements governing grants, and the role of auditors in developing strategies for assessing compliance and performance. Learn to develop audit objectives and procedures to identify issues and recommendations for constructive feedback, corrective action, and accountability. Learn the stages of effective grants management from award, monitoring, audit, and close-out. Become skillful at implementing strategies for auditing, application of cost principles, performance measurement, and reporting through each of the grant stages by applying those strategies in case studies. This class is part of the Graduate School USA Grants Management Certification Program.

LEARNING OUTCOMES

- Understand the full grants management process and current regulatory requirements governing grants
- Identify the role of auditors in providing guidance and feedback to grants managers
- Describe the role of auditors in providing audit recommendations, assistance, and other constructive feedback to grants managers
- Identify options for audit objectives and procedures that are achievable and will provide timely, useful information
- Identify issues beyond compliance that need to be audited

WHO SHOULD ATTEND?

Auditors and others involved in the grants process
Level: Foundation

SESSION SCHEDULE	LOCATION
2/25/20 – 2/27/20	Washington, DC
4/28/20 – 4/30/20	Washington, DC
5/4/20 – 5/6/20	Chicago ,IL
7/7/20 – 7/9/20	Washington, DC
9/28/20 – 9/30/20	Washington, DC
11/17/20 – 11/19/20	Las Vegas, NV
12/8/20 – 12/10/20	Washington, DC

This course applies towards completion of the
DoD Financial Management Certification Program.

DoD FM Competency	MyLearn Course Identifier
Concepts, Policies, and Principles of Auditing	F7929
Fundamentals and Operations of Audit	F7929
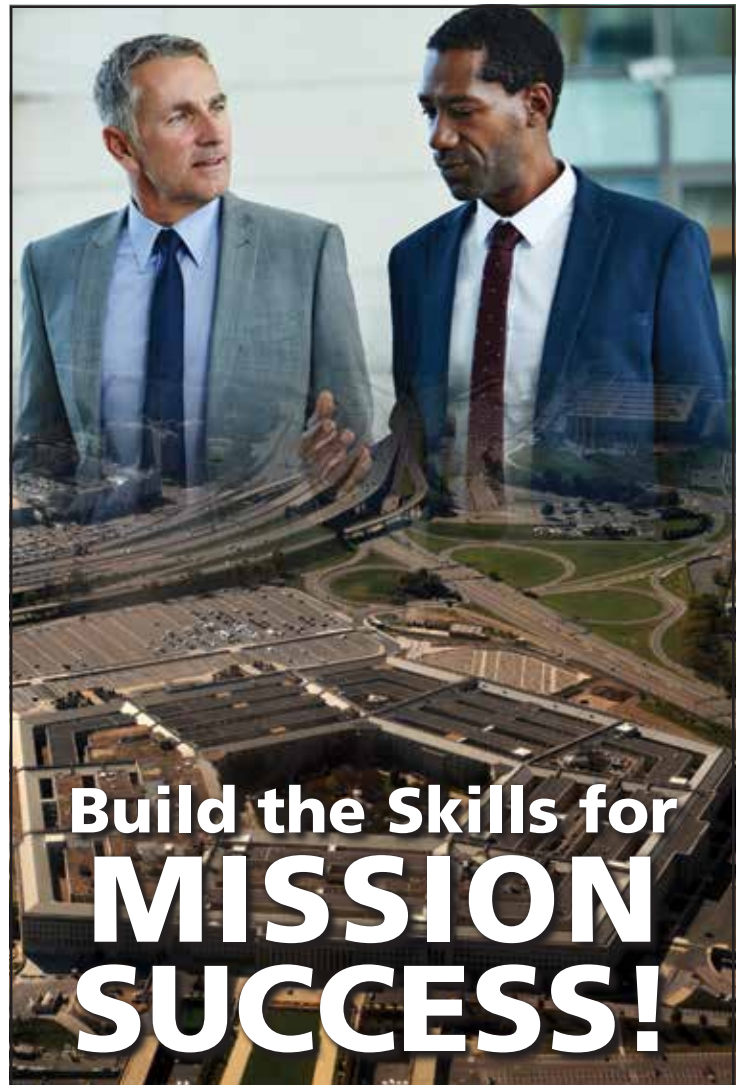
Auditing Performance Outcomes

AUDT9012G   **2 Days**   **16 CPE**   **$739**

If you seek the skill set required to successfully conduct audits to determine the impact (benefit) attributable to agency programs and changes made in program operations, this course is for you. Learn which "cause and effect" questions call for an audit to determine the outcome results attributable to an initiative, a new program, or recent change to an existing program. Explore three evaluation designs useful to auditors in conducting such audits. These designs isolate the results or impact attributable to an initiative by comparing the performance achieved with the initiative to what the performance would have been without it. Learn the conditions for applying each design, as well as the strengths and weaknesses of each design, in ruling out the effect of any rival causes. Through multiple case exercises, practice planning audits and developing findings that apply the three designs. Learn how to prepare a Cost and Benefit Analysis to determine if the results attributable to an implemented initiative are worth the cost.

LEARNING OUTCOMES

- Recognize what audit questions call for an impact audit with the objective of determining the outcome results attributable to a program or initiative
- Explain how impact audits with a focus on outcome results are similar to and different from traditional performance audits
- Describe the basic methodology for conducting impact audits
- Define and apply the finding elements for impact audits
- Cite the items of background information about the program or initiative under audit that needs to be collected in conducting an impact audit
- Write objectives that provide direction for planning and reporting on impact audits
- Describe three methodology designs, their strengths and weaknesses, for conducting impact audits
- Identify rival causes that can adversely affect an auditor's ability to draw sound conclusions about the results attributable to a program or initiative
- Choose and apply the design that is most applicable in conducting a given impact audit considering data availability and rival causes
- Explain the use of Cost and Benefit Analysis and how the results of impact audits are used in such analysis
- Prepare a Cost and Benefit Analysis of an implemented program or initiative

WHO SHOULD ATTEND?

Auditors with extensive experience in performance auditing. .
Level: Advanced

All GATI Courses Reflect the GAGAS 2018 Yellow Book Revision.

ACCET Accredited by the Accrediting Council for Continuing Education & Training

Basic Governmental Auditing

AUDT7001G   5 Days   40 CPE $1399

Our premier course for new performance auditors! Develop the personal and professional attributes you need to be successful in the government audit environment. Through lectures, discussions, and exercises, gain an understanding of the Government Auditing Standards, types of audits, the role of audit objectives, audit evidence, the fundamentals of interviewing, risk and control assessment, the preparation of audit working papers, as well as audit findings, reports, and their elements. Learn to develop and present audit findings risk and control assessment, through individual and group exercises that emphasize sufficient qualitative and quantitative evidence and development of the findings for different audiences. UPDATED TO REFLECT THE REVISED 2014 INTERNAL CONTROL STANDARDS ISSUED BY THE COMPTROLLER GENERAL.

LEARNING OUTCOMES

- Explain the requirements for and expectations of a government auditor
- Describe the legal and regulatory standards that apply to government audits
- Describe what occurs during each phase of an audit
- Apply Government Auditing Standards when planning, conducting, and reporting the results of your audits
- Identify appropriate evidence and prepare audit documentation that meets standards and contains all the necessary elements
- Conduct interviews to collect important facts and opinions
- Develop audit findings that address condition, criteria, and cause and effect that lead to recommendations
- Communicate and present audit findings to different audiences
- Identify knowledge and skill areas in which you may wish to pursue future training and continued career development

WHO SHOULD ATTEND?

Auditors new to government performance auditing. Many topics in this course are also covered in Conducting Performance Audits (AUDT7002G).

Level: Foundation

SESSION SCHEDULE	LOCATION
1/13/20 – 1/17/20	Washington, DC
1/27/20 – 1/31/20	San Diego, CA
2/10/20 – 2/14/20	Austin, TX
2/24/20 – 2/28/20	Washington, DC
3/2/20 – 3/6/20	San Francisco, CA
3/9/20 – 3/13/20	Atlanta, GA
3/23/20 – 3/27/20	Washington, DC
3/30/20 – 4/3/20	Denver, CO
4/13/20 – 4/17/20	Las Vegas, NV
4/20/20 – 4/24/20	Washington, DC
4/27/20 – 5/1/20	Virginia Beach, VA
5/11/20 – 5/15/20	Dallas, TX
5/18/20 – 5/22/20	Washington, DC
6/8/20 – 6/12/20	Chicago, IL
6/15/20 – 6/19/20	Kansas City, MO
6/22/20 – 6/26/20	Washington, DC
7/13/20 – 7/17/20	Atlanta, GA
7/13/20 – 7/17/20	Seattle, WA
7/20/20 – 7/24/20	Washington, DC
7/27/20 – 7/31/20	Virginia Beach, VA
8/17/20 – 8/21/20	Washington, DC
8/24/20 – 8/28/20	San Antonio, TX
9/21/20 – 9/25/20	Washington, DC
9/28/20 – 10/2/20	San Diego, CA
10/19/20 – 10/23/20	Washington, DC
10/26/20 – 10/30/20	Denver, CO
11/2/20 – 11/6/20	Philadelphia, PA
11/30/20 – 12/4/20	Washington, DC

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Concepts, Policies, and Principles of Auditing	F3726
Audit Planning and Management	F3726
Audit Reporting	F3726

Clear Writing through Critical Thinking

WRIT7100D   **3 Days**   **1.8 CEU**   **$999**

Think more clearly by improving your writing. Write more clearly by improving your thinking. Understand critical thinking and learn strategies for deeper and deeper levels of thinking. Improve your thought process at each stage of the writing process. Create logical and persuasive arguments, and recognize and remove faulty logic. Sharpen your problem-solving skills and enhance group success. Write plainly as mandated by the Federal Plain Writing Act of 2011 and empower your career with critical thinking and clear writing.

LEARNING OUTCOMES

• Understand and apply critical thinking in writing

• Think critically to analyze problems

• Use the seven traits to evaluate and improve writing

• Apply, analyze, evaluate, and create information

• Think critically through each stage of the writing process

• Build logical and persuasive arguments

• Reason deductively and inductively

• Create arguments that are consistent, complete, sound, and valid

• Avoid faulty logic in your writing and evaluate documents you read for faulty logic

• Devise, evaluate, and implement solutions to problems

WHO SHOULD ATTEND?

Auditors, evaluators, and analysts who want to improve their critical thinking and writing skills

Level: Intermediate

SESSION SCHEDULE	LOCATION
3/10/20 – 3/12/20	Washington, DC
4/14/20 – 4/16/20	Washington, DC
5/6/20 – 5/8/20	Washington, DC
5/18/20 – 5/20/20	Washington, DC
6/2/20 – 6/4/20	Washington, DC
6/23/20 – 6/25/20	Washington, DC
6/30/20 – 7/2/20	Virginia Beach, VA
7/21/20 – 7/23/20	Washington, DC
8/11/20 – 8/13/20	Washington, DC
9/16/20 – 9/18/20	Washington, DC
10/13/20 – 10/15/20	Washington, DC
11/17/20 – 11/19/20	Washington, DC
12/8/20 – 12/10/20	Washington, DC

This course is part of the **Certificate Program in Grants Management and Personal Property Management**

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD Leadership Competency	MyLearn Course Identifier
Lead Self	L1737
Lead Teams/Projects	L1737

All GATI Courses Reflect the GAGAS 2018 Yellow Book Revision.

Compliance Auditing

AUDT8095G   **2 Days**   **16 CPE**   **$739**

Legislators, public officials, and others expect that audits are conducted to ensure compliance with authoritative requirements. Learn the different kinds of compliance audits that might be made, including compliance with regulatory guidelines, contract and grant agreements, conformance with quality requirements, and compliance with established procedures and controls. Learn what auditors might do when they find that authoritative requirement does not produce the desired results. Also, learn the circumstances when a compliance audit might not be appropriate. Through case-study exercises, practice a step-by-step process for conducting compliance audits and learn how compliance findings may differ from findings for traditional performance audits.

LEARNING OUTCOMES

- Cite the basic auditing principles that apply in conducting compliance audits
- Explain how audit findings differ for compliance with performance requirements and for compliance with procedures and controls
- Explain the unique development of cause in auditing compliance
- Formulate objectives that establish what a given compliance audit is to accomplish
- Explain the central role of objectives in auditing
- Plan, execute and report on compliance audits

WHO SHOULD ATTEND?

Auditors wanting to know the principles and general prerequisites in auditing for conformance with authoritative requirements, including contracts and grants. This course is also beneficial for others who do grant auditing.

Level: Foundation

SESSION SCHEDULE — LOCATION

SESSION SCHEDULE	LOCATION
3/3/20 – 3/4/20	Austin, TX
3/10/20 – 3/11/20	Washington, DC
5/5/20 – 5/6/20	Washington, DC
6/10/20 – 6/11/20	Huntsville, AL
7/7/20 – 7/8/20	Washington, DC
7/8/20 – 7/9/20	Denver, CO
9/1/20 – 9/2/20	Atlanta, GA
9/9/20 – 9/10/20	Washington, DC
11/18/20 – 11/19/20	Washington, DC

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Fundamentals and Operations of Audit	7931

Conducting Performance Audits

AUDT7002G   **3 Days**   **24 CPE**   **$939**

Gain a strong foundation in the theory, principles, and methodology for conducting performance audits in accordance with the Generally Accepted Government Auditing Standards. Focus exclusively on the knowledge and skills needed for performance auditing: the expectations of public sector auditors; the purposes and types of performance audits; the role of audit objectives; risk and individual control assessment; the types and tests of audit evidence; methods of evidence collection and documentation; and the types and elements of performance audit findings and applicable elements of those findings. Practice audit techniques and developing audit findings through a series of public sector case-study exercises. UPDATED TO REFLECT THE REVISED 2014 INTERNAL CONTROL STANDARDS ISSUED BY THE COMPTROLLER GENERAL.

LEARNING OUTCOMES

- Describe the phases of a performance audit and the product of each phase
- Apply techniques for conducting the survey phase
- Formulate objectives that articulate what the audit should accomplish and provide guidance for planning, field work and reporting
- Apply a step-by-step process in planning to achieve an audit's objectives and use a matrix to document those plans
- Apply alternative methods for collecting and documenting, and for assuring the reliability of the different types of evidence
- Demonstrate a working knowledge of findings development and performance audit reporting

WHO SHOULD ATTEND?

New auditors with less than six months of performance auditing experience. Anyone who has attended Basic Governmental Auditing (AUDT7001G) should not attend this course because it also includes the topics covered in Conducting Performance Audits.

Level: Foundation

SESSION SCHEDULE — LOCATION

SESSION SCHEDULE	LOCATION
3/24/20 – 3/26/20	Washington, DC
3/31/20 – 4/2/20	Atlanta, GA
4/13/20 – 4/15/20	Austin, TX
5/12/20 – 5/14/20	Washington, DC
7/14/20 – 7/16/20	Washington, DC
8/12/20 – 8/14/20	Washington, DC
11/3/20 – 11/5/20	Washington, DC

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Fundamentals and Operations of Audit	7932

Contract Auditing

AUDT8801G   **5 Days**   **40 CPE**   **$1,299**

Gain the knowledge and skills necessary to develop a forward-pricing proposal addressing how to evaluate a contractor's estimate of costs to perform a government contract. Using two case studies, learn how to audit the various elements of the proposal: direct labor, direct material, and indirect costs. Also learn how to incorporate quantitative audit techniques — statistical sampling, correlation analysis, and improvement curve — in performing the audit. Develop a historical cost audit to determine whether the contractor is entitled to be reimbursed for costs claimed on contracts. Learn how to use the Federal Acquisition Regulations (FAR) and the Cost Accounting Standards to determine the allowability, allocability, and reasonableness of costs. Learn how to calculate indirect allocation rates and how they are applied to contracts. Applicable sections of the FAR are included as part of your materials for this course.

LEARNING OUTCOMES

- Describe the types of contract audits and the specific purposes of price proposal and historical cost audits
- Determine the allowability of costs using acquisition regulations and cost accounting standards
- Select and apply the methodology and quantitative audit techniques applicable to price proposal and historical cost audits
- Perform price proposal and historical cost audits

WHO SHOULD ATTEND?

Auditors and others involved in auditing forward pricing and historical contracts

Level: Intermediate

SESSION SCHEDULE   LOCATION

1/27/20 – 1/31/20	Washington, DC
4/6/20 – 4/10/20	Washington, DC
7/20/20 – 7/24/20	Washington, DC
10/19/20 – 10/23/20	Washington, DC

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD Leadership Competency	MyLearn Course Identifier
Concepts, Policies, and Principles of Accounting	F5218
Concepts, Policies, and Principles of Auditing	F5218
Lead Self	F5218

Contract and Procurement Fraud

AUDT8036G   **2 Days**   **16 CPE**   **$739**

The possibility of fraud in government procurement presents a constant risk. Learn to recognize the indicators of procurement fraud in different government contracts and to develop audit strategies to identify and quantify the extent of fraud in specific government contracting programs. Using actual examples from past procurement fraud cases, learn about traditional fraud schemes involving false statements, false claims, product substitution, accounting frauds, and minority and woman-owned small business front operations. Focus on identifying the indicators of fraud, as well as criminal, civil, administrative, and contractual actions in response to fraud. Explore fraud issues related to the growing government involvement in e-commerce.

LEARNING OUTCOMES

- Identify the auditor's responsibilities for the detection and investigation of contract fraud
- Explain primary federal criminal and civil laws that address contract fraud
- Identify federal laws, rules, and regulations that govern the contracting process
- Describe the role that auditors perform in the contracting process
- Identify major contract fraud schemes that take place in contracting including false claims, corruption, and small and minority fronts
- Examine auditor interface with investigators, prosecutors, contracting officials and whistleblowers
- Describe criminal, civil, and administrative and contractual remedies for contract fraud
- Discuss challenges to auditor independence that arise in conducting audits related to contracts and procurement
- Identify methods to obtain information from agencies, contractors, and third parties needed to audit and investigate contract fraud

WHO SHOULD ATTEND?

Auditors looking to enhance their skills to detect fraud in government contracting programs

Level: Intermediate

ACCET Accredited by the Accrediting Council for Continuing Education & Training

3/4/20 – 3/5/20 .... Washington, DC

5/6/20 – 5/7/20 .... Washington, DC

5/20/20 – 5/21/20 .... Chicago, IL

6/16/20 – 6/17/20 .... San Diego, CA

6/30/20 – 7/1/20 .... Washington, DC

7/15/20 – 7/16/20 .... Atlanta, GA

8/4/20 – 8/5/20 .... Austin, TX

8/12/20 – 8/13/20 .... Washington, DC

9/28/20 – 9/29/20 .... Washington, DC

This course applies towards completion of the
DoD Financial Management Certification Program.

DoD FM Competency	MyLearn Course Identifier
Concepts, Policies, and Principles of Auditing	F7933
Fundamentals and Operations of Audit	F7933

Counterintelligence for Information Security Assessment and Protection

AUDT7200G   **2 Days**   **1.3 CEU/16 CPE**   **$739**

Gain an introduction to today's threats (criminals, foreign intelligence services, terrorists, malicious code writers, hackers/hacktivists, and disgruntled employees) to sensitive and classified information, your employees, and your resources. Learn about the multifaceted threat that faces companies and agencies today, as well as tactics you can employ to combat it. Clearly understand the multifaceted threat to sensitive and classified information, resources, and personnel. Effectively articulate this threat to employees as part of your security education and training effort.

LEARNING OUTCOMES

- Define the risks and threats associated with counterintelligence and information security.
- Describe the roles and responsibilities of counterintelligence security personnel, and those charged with assessing and preventing risks associated with information.
- Identify the potential sources of domestic and foreign threats to information security.
- Understand the levels of information classification and required security.
- Recognize indicators and conditions of internal threats as well as methods used for information theft and exploitation.
- Apply counter measures and controls to increase awareness, prevention, detection and mitigation of threats.
- Develop and apply procedures for reacting to, recording and reporting threats, suspicious activity and actual breaches.

WHO SHOULD ATTEND?

Auditors, investigators, and security professionals responsible for performing risk and control assessment of information, cyber and system security; as well officials who are responsible for monitoring, controlling, preventing, detecting, and reporting potential and actual threats over secured and classified information uses, processes and assets

Level: Intermediate

SESSION SCHEDULE   LOCATION

6/1/20 – 6/2/20 .... Washington, DC

8/27/20 – 8/28/20 .... Washington, DC

9/25/20 – 9/26/20 .... Washington, DC

11/19/20 –11/20/20 .... Washington, DC

This course applies towards completion of the
DoD Financial Management Certification Program.

DoD FM Competency	MyLearn Course Identifier
Lead the Institution	L4870

Creative and Critical Thinking for Auditors

AUDT8012G   **2 Days**   **16 CPE**   **$739**

Creative Thinking for Auditors explores why creative and critical thinking are essential tools of auditor proficiency that should be applied throughout all phases of the audit process. The class will discuss personal and organizational challenges to creative thinking and change, and ways to overcome the natural resistance to change for breakthrough ways of seeing root causes of problems and considering new possible solutions. This course will include brain training exercises and tools to get participants to think more abstractly to look beyond the obvious, to challenge the status quo, and to use process techniques for generating new ideas for action. This class will explore the power of "why" in looking for root causes of problems, and the power of the possible in considering new opportunities and threats for forward-thinking recommendations.

LEARNING OUTCOMES

• Describe and discuss the basic concepts of creative thinking

• Eliminate roadblocks and barriers to the use of creative thinking in auditing

• Distinguish between creative and critical thinking and explain their complementary roles in problem solving

• Describe two key stages in applying creative and critical thinking to identify the causes and solutions to problems with performance

• Use creative thinking principles and tools to boost your output of innovative ideas and identify the real causes of, and best solutions to, organizational problems

• Apply critical thinking principles and tools to organize, evaluate, and prioritize ideas generated by creative thinking

WHO SHOULD ATTEND?

Auditors who want to explore creative techniques to apply in the audit process
Level: All

SESSION SCHEDULE   LOCATION

3/18/20 – 3/19/20 .... Las Vegas, NV
4/1/20 – 4/2/20 .... Washington, DC
6/10/20 – 6/11/20 .... Washington, DC
8/11/20 – 8/12/20 .... Washington, DC
12/2/20 – 12/3/20 .... Washington, DC

This course applies towards completion of the
DoD Financial Management Certification Program.

DoD FM Competency	MyLearn Course Identifier
Lead Self	F4848
Lead Organizations/ Programs	F4848

Data Analytics: Tools and Techniques

AUDT8913G   **1 Day**   **8 CPE**   **$419**

This seminar is a condensed, quick-paced overview of the principles, tools, techniques, and applications of data analytics within a contemporary audit environment. Large amounts of electronic data present an enormous challenge and an opportunity to identify trends, correlations, levels of compliance, activity, risks, possible fraud, errors, and otherwise hidden causes and effects in financial, performance, and operational activity. This seminar will demonstrate the application of software and a case study to demonstrate the power of available tools to extract, sort, and identify specific information for from databases and the cloud. This seminar will also explore approaches to using data to identify risks and outliers, monitor activity, and display and chart results for reporting and presentation, as well as current industry data trends and threats.

LEARNING OUTCOMES

• Explain the importance of data analytics in auditing

• Identify patterns and outliers quickly to make decisions on what to analyze

• Describe the difference between structured and unstructured data

• Use the Data Analysis Maturity Model and identify your organization's maturity

• Practice on multiple case studies doing analysis with an audit specific data analysis tool

• List common data analysis tools that can be used in auditing

• Explain various trends in data analysis, data architecture, and data governance and their implications for auditing

WHO SHOULD ATTEND?

Managers, leaders, auditors, analysts, evaluators, and investigators
Level: Intermediate

SESSION SCHEDULE   LOCATION

1/16/20 – 1/16/20 .... Washington, DC
3/24/20 – 3/24/20 .... Washington, DC
4/1/20 – 4/1/20 .... Atlanta, GA
6/30/20 – 6/30/20 .... Washington, DC
8/6/20 – 8/6/20 .... San Antonio, TX
8/20/20 – 8/20/20 .... Washington, DC
9/28/20 – 9/28/20 .... Washington, DC
12/14/20 – 12/14/20 .... Washington, DC

ACCET Accredited by the Accrediting Council for Continuing Education & Training

Developing and Presenting Audit Findings

AUDT7021G   **2 Days**   **16 CPE**   **$739**

A key challenge in reporting the results of performance audits is to formulate the report message from the audit data. An additional challenge is to then compile and sequence the audit facts to support that message. Using alternative methods, gain hands-on practice in marshaling the evidence from your audit into findings that answer the audit objectives and present the details in an understanding and convincing manner. Using case exercises, learn to develop findings for compliance, process and control, accomplishment, and impact audits. You'll give an oral presentation on a finding that's developed for an integrated case study used throughout the course.

LEARNING OUTCOMES

- Explain the central role of effective audit objectives in finding development
- Define the role of performance aspects in audit findings
- Describe two finding paradigms used in performance auditing and the elements they contain
- Outline a finding and prepare a synopsis summarizing the audit results in response to the audit objectives
- Develop and present audit findings and related conclusions and recommendations
- Apply the Government Auditing Standards in the development of audit findings

WHO SHOULD ATTEND?

New auditors who do performance, contract, and grant auditing. This course will also benefit experienced auditors who want to enhance their skills in developing and presenting audit findings skills.

Level: Foundation

SESSION SCHEDULE	LOCATION
2/12/20 – 2/13/20	Washington, DC
2/26/20 – 2/27/20	Austin, TX
3/24/20 – 3/25/20	Huntsville, AL
4/21/20 – 4/22/20	Washington, DC
5/20/20 – 5/21/20	Washington, DC
6/9/20 – 6/10/20	Atlanta, GA
7/8/20 – 7/9/20	Washington, DC
7/29/20 – 7/30/20	San Francisco, CA
7/29/20 – 7/30/20	Denver, CO
8/4/20 – 8/5/20	Seattle, WA
8/26/20 – 8/27/20	Washington, DC
9/30/20 – 10/1/20	Washington, DC

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Concepts, Policies, and Principles of Auditing	F4975
Audit Reporting	F4975

All GATI Courses Reflect the GAGAS 2018 Yellow Book Revision.

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For more information, visit www.graduateschool.edu/defense or call 888.744.GRAD.

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Effective Audit Resolution, Follow-up and Implementation

AUDT8034G   **2 Days**   **16 CPE**   **$739**

Audit resolution, follow-up, implementation, and reporting is a responsibility shared by the audit organization, the auditee organization follow-up coordinator and action officials. This responsibility is described in a variety of laws and OMB Circulars to provide a basis for accountability of the audited entities in responding to audit recommendations, reaching resolution, and implementing the agreed-upon corrective actions to reduce the risk of loss, and improve operational performance and financial integrity in all levels of government. This course will explore the statutes, guidance, and standards for audit recommendations, resolution, follow-up progress, monitoring, and reporting. It will also define the roles and responsibilities of the audit organization and those designated to perform follow-up, implementation, and congressional reporting and budget submissions functions.

LEARNING OUTCOMES

- Understand the importance and requirements of audit resolution and follow-up
- Describe the authority, roles, and responsibilities of managers and auditors involved with audit resolution, follow-up, monitoring, and reporting
- Develop timely, meaningful, and actionable recommendations that can be agreeably resolved for appropriate action
- Address disputed recommendations and reach an equitable resolution
- Develop processes for achieving resolution, monitoring, and reporting on the status of corrective action
- Verify, measure, and score the value of audit results

WHO SHOULD ATTEND?

Auditors, analysts, and managers responsible for reporting, resolving, following-up, monitoring, tracking, and reporting on the progress and status of resolution and implementation of audit recommendations. Members of the organization responsible for representing the organization in the resolution process, including disputes, coordination of corrective actions and annual progress reporting and budget submission on open, closed, and unimplemented audits should also attend.

Level: Advanced

SESSION SCHEDULE	LOCATION
1/22/20 – 1/23/20	Washington, DC
2/20/20 – 2/21/20	Philadelphia, PA
3/16/20 – 3/17/20	Las Vegas, NV
4/14/20 – 4/15/20	Washington, DC
6/17/20 – 6/18/20	Washington, DC
8/18/20 – 8/19/20	Washington, DC
8/25/20 – 8/26/20	Austin, TX
10/6/20 – 10/7/20	Washington, DC
10/26/20 – 10/27/20	Seattle, WA
11/17/20 – 11/18/20	Washington, DC

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Concepts, Policies, and Principles of Auditing	F7935
Lead the Institution	F7935

ACCET Accredited by the Accrediting Council for Continuing Education & Training

Effective Audit Supervision

AUDT9002G   4 Days   32 CPE $1,199

Identify your management style and improve your effectiveness when dealing with others with different styles. Learn how to set performance expectations and how to match staff capabilities with audit tasks. Industry-recognized analytic instruments are used to provide you with a set of practical tools and techniques intended to enhance your supervisory skills.

LEARNING OUTCOMES

- Recognize the natural tension between the audit supervisor's roles as "technical" and " human relations" leader
- Identify ways of balancing these dual responsibilities
- Describe the leader's role and responsibilities under the Government Auditing Standards
- Recognize your own managerial and interpersonal styles
- Identify ways to improve your effectiveness when dealing with team members
- Apply leadership techniques to tasks such as managing the performance cycle, setting expectations, providing coaching and on-the-job training, monitoring performance, providing feedback, leading groups and meetings, managing conflict, and fulfilling administrative and legal responsibilities
- Identify ways to apply the principles of motivation and leadership in leading and developing audit teams

WHO SHOULD ATTEND?

Auditors in managerial, supervisory, and team leader positions who want to focus on the supervisor's human relations role in leading audits. See Skills for Leading and Managing Audit Projects (AUDT9109G) if you want to focus on the supervisor's technical role in leading audits.

Level: Advanced

SESSION SCHEDULE   LOCATION

1/13/20 – 1/16/20	Austin, TX
2/3/20 – 2/6/20	Washington, DC
3/30/20 – 4/2/20	Huntsville, AL
4/27/20 – 4/30/20	Washington, DC
6/22/20 – 6/25/20	Washington, DC
7/27/20 – 7/30/20	Washington, DC
9/14/20 – 9/17/20	Washington, DC
12/7/20 – 12/10/20	Washington, DC

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Lead Self	L4854
Lead Teams/Projects	L4854

Emotionally Intelligent Auditor: A Guide to Achieving Power With People

AUDT8911G   1 Day   8 CPE $419

Managing positive and productive relationships during the course of audit work; directing, coaching or working with members of the audit team; and dealing with auditees, organizational management and external stakeholders can be emotionally challenging and often confrontational. We often have to deal with difficult people in difficult situations– and they have to deal with us! This executive seminar will examine the emotionally intelligent competencies and communication skills necessary to maintain control, and to better connect with people in defusing angst and in building positive, cooperative relationships for constructive problem solving and inspired action. We will explore differences in personality types that cause misunderstandings, how to manage your own hot buttons, and how to manage difficult personality types or potentially continuous situations for positive outcomes.

LEARNING OUTCOMES

- Examine and work toward achieving these key characteristics of emotional intelligence for personal effectiveness in auditing and leading change: Self Awareness, Self Control, Attitude and Motivation, Empathy, and Social Competence
- Maintain control, power, and influence by managing challenging personalities and situations
- Build strong working and personal relationships through mutual trust and confidence to overcome natural resistance to change and maximize the personal leadership for buy-in and action

WHO SHOULD ATTEND?

Managers, leaders, auditors, analysts, evaluators, and investigators
Level: All

SESSION SCHEDULE   LOCATION

3/5/20 – 3/5/20	Washington, DC
3/19/20 – 3/19/20	Denver, CO
6/30/20 – 6/30/20	Washington, DC
9/24/20 – 9/24/20	Atlanta, GA
9/30/20 – 9/30/20	Washington, DC
11/24/20 – 11/24/20	Washington, DC

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Lead Self	L4834
Lead Organizations/ Programs	L4834
Lead Teams/Projects	L4834

Enterprise Risk Management: Executive Seminar

AUDT8912G   **1 Day**   **8 CPE**   **$449**

This seminar is designed for managers, auditors, analysts, and executives responsible for mission and mission support risk assessment over financial and performance, including implementing the Federal Manager's Financial Integrity Act and OMB Circular A-123. Seminar topics are based on a combination of the GAO Green Book, Standards for Internal Controls, the COSO Standards for ERM and the award-winning and best-selling textbook, *Enterprise Risk Management: A Guide for Government Professionals*. The seminar provides discussion, real-life case studies, examples, and application exercises.

LEARNING OUTCOMES

- Understand the need for ERM
- Describe risk in government
- Understand leadership accountability for enterprise risk management
- Identify Strategies for building a risk culture
- Use ERM to define risk to strategic goals
- Articulate the role of ERM in the budget environment

WHO SHOULD ATTEND?

Executives, managers, analysts, and auditors responsible for mission and mission support risk assessment over financial, operational, and performance activities

Level: Advanced

SESSION SCHEDULE — LOCATION

SESSION SCHEDULE	LOCATION
2/11/20 – 2/11/20	Washington, DC
4/9/20 – 4/9/20	Austin, TX
5/5/20 – 5/5/20	Huntsville, AL
6/23/20 – 6/23/20	Washington, DC
8/4/20 – 8/4/20	Denver, CO
8/25/20 – 8/25/20	Washington, DC
9/29/20 – 9/29/20	Chicago, IL
11/3/20 – 11/3/20	Washington, DC

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Concepts, Policies, and Principles of Auditing	F7937
Lead the Institution	F7937

Ethical Decision Making for Auditors

AUDT9030G   **1 Day**   **8 CPE**   **$419**

Are you faced with tough decisions about how to handle sensitive situations in your mission to uncover fraud, waste, and abuse? Explore the ethical hazards and dilemmas facing auditors and review methods of analyzing and resolving them in this participatory workshop. Come away with a skill set for dealing with the common right vs. wrong hazards (temptations) and the more difficult right vs. right conflicts or dilemmas that auditors face. Also, learn ways to mitigate the risks, fortify the courage associated with carrying out ethical decisions, and review how to integrate effective ethics control systems into an organization.

LEARNING OUTCOMES

- Anticipate and recognize ethical dilemmas as well as distinguish right vs. wrong temptations from the right vs. right ethical hazards and dilemmas that auditors face in their work
- Select, describe, and use the appropriate ethical decision-making process from a survey of widely accepted models
- Describe the causes of unethical behavior and methods of discouraging that behavior
- Mitigate the internal and external inhibitors to carrying out decisions when there are potential risks involved
- Help establish an ethics control system in organization

WHO SHOULD ATTEND?

All auditors and decision makers, such as follow-up officers and action officials

Level: All

SESSION SCHEDULE — LOCATION

SESSION SCHEDULE	LOCATION
3/17/20 – 3/17/20	Washington, DC
8/4/20 – 8/4/20	Denver, CO
9/10/20 – 9/10/20	Washington, DC

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Lead Self	L1778

Federal Appropriations Law for Auditors

AUDT7010G   **2 Days**   **16 CPE**   **$739**

Nothing is more basic to government auditing than the control and review of the authorized and proper use of appropriated funds for their intended purpose. Auditors have a responsibility, to be keenly aware of the propriety in the application and flow of funds, from the original sources, to their ultimate uses. This course, using the GAO's Principles of Federal Appropriations Law (the "Red Book"), gives audit professionals that basic knowledge, highlighting particular areas as "Auditor Alerts" and red flags for potential Antideficiency violations. These include principles or helpful hints for areas and activities where auditors are most likely to find that financial management and operating personnel have run afoul of appropriations law rules. This course covers case studies along with deciding opinions.

LEARNING OUTCOMES

- Examine the auditor's role reviewing compliance with appropriation laws
- Assess propriety of administrative decisions
- Assess internal controls relating to proper use of funds
- Apply Comptroller General Decisions
- Detect Antideficiency violations
- Test the legal obligation and payment of funds

WHO SHOULD ATTEND?

Recommended for auditors, evaluators, analysts, and program and project managers who are responsible for internal control reviews, compliance assessments, financial reviews, performance audits and evaluations, and contract and grant audits.

Level: All

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Concepts, Policies, and Principles of Auditing	F7938
Fundamentals of Operations Audit	F7938

GSA Schedule
Contract GS-10F-0228P

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Government Auditing Standards: Review and Update

AUDT7732G   **1 Day**   **8 CPE**   **$419**

Receive an in-depth review and update on the 2018 revision of Government Auditing Standards, plus a brief history on the development of the standards. Discuss the structure of the recent revision of the standards and the major changes, focusing on the sections applicable to performance audits. Discuss the purpose and requirements of individual standards, with emphasis on the recent changes. Apply specific standards to real-life cases through a series of quizzes and exercises that make this course an interesting and enjoyable learning experience.

The course can be tailored for on-site delivery in segments of four hours or less to meet your needs.

LEARNING OUTCOMES

- Review the purpose and applicability of the Government Auditing Standards
- Review the ethical principles that influence application of the Government Auditing Standards
- Review the types of audits and engagements, focusing on performance audits
- Review the general standards, including updates
- Review the field work standards for performance audits, including updates
- Review the reporting standards for performance audits, including audits

WHO SHOULD ATTEND?

Auditors who apply the Government Auditing Standards to their audits
Level: All

SESSION SCHEDULE   LOCATION

SESSION SCHEDULE	LOCATION
1/14/20 – 1/14/20	Washington, DC
1/23/20 – 1/23/20	Austin, TX
3/12/20 – 3/12/20	Huntsville, AL
3/24/20 – 3/24/20	Seattle, WA
3/31/20 – 3/31/20	Washington, DC
7/1/20 – 7/1/20	Washington, DC
11/24/20 – 11/24/20	Washington, DC

This course applies towards completion of the
DoD Financial Management Certification Program.

DoD FM Competency	MyLearn Course Identifier
Fundamentals and Operations of Audit	7939

Information Systems Auditing

AUDT8029G   **3 Days**   **24 CPE**   **$949**

Learn the basic processes, tools, and techniques involved in auditing today's information systems. Become familiar with the basic audit techniques specified in the U.S. Government Accountability Office's Federal Information System Controls Audit Manual (FISCAM), selected National Institute of Standards and Technology (NIST) special publications, and other relevant audit guidance by engaging in exercises, case studies, lecturers, and discussions. Improve your skill set by discovering alternative methods of evaluating and testing both general and business process application controls, including identifying indicators of potential fraud.

UPDATED TO REFLECT THE REVISED 2014 INTERNAL CONTROL STANDARDS ISSUED BY THE COMPTROLLER GENERAL

LEARNING OUTCOMES

- Provide a conceptual framework for internal controls in a computer environment
- Discuss the primary steps in conducting a risk assessment of an IT system
- Review the audit implications of recent technological changes
- Review the evaluation and testing procedures for General and Business Process Application Controls

WHO SHOULD ATTEND?

Auditors with limited exposure to information systems auditing.
Level: Foundation

SESSION SCHEDULE   LOCATION

SESSION SCHEDULE	LOCATION
1/28/20 – 1/30/20	Austin, TX
2/25/20 – 2/27/20	Washington, DC
4/21/20 – 4/23/20	Washington, DC
6/2/20 – 6/4/20	Washington, DC
7/28/20 – 7/30/20	Washington, DC
8/5/20 – 8/7/20	Huntsville, AL
9/21/20 – 9/23/20	Washington, DC
11/17/20 – 11/19/20	Washington, DC

This course applies towards completion of the
DoD Financial Management Certification Program.

DoD FM Competency	MyLearn Course Identifier
Audit Planning and Management	F6478
Decision Support - Audit Execution	F6478

ACCET Accredited by the Accrediting Council for Continuing Education & Training

Information Technology for Auditors

AUDT8024G   2 Days   16 CPE   Available by Contract Only

Learn the components of information technology and how they are organized, developed, and managed; how technology affects your audit responsibilities; and the guidelines governing audits performed under the Government Auditing Standards.

UPDATED TO REFLECT THE REVISED 2014 INTERNAL CONTROL STANDARDS ISSUED BY THE COMPTROLLER GENERAL.

LEARNING OUTCOMES

- Describe how information technology is organized, developed and managed
- Explain how technology affects your responsibilities
- Cite standards and guidelines governing audits performed under the Government Auditing Standards

WHO SHOULD ATTEND?

Auditors at all levels who want to learn how information technology affects an auditor's responsibilities and performance. To learn more about the information systems audit process, enroll in Information System Auditing (AUDT8029G).

Level: Foundation

SESSION SCHEDULE

Available by Contract Only

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Concepts, Policies, and Principles of Auditing	F7143

Intermediate Performance Auditing

AUDT8046G   3 Days   24 CPE $949

Gain the knowledge and skills necessary for a seasoned audit professional performing or supervising complex performance audits. Learn key concepts and decision processes for successfully executing each phase of a performance audit: survey, planning, field work, and reporting. Through a progressive case study, explore the audit process that challenges you to consider audit alternatives, make critical decisions, and examine the outcome of your decisions. Apply techniques used by experienced audit practitioners and supervisors in this hands-on approach to managing audit engagements and ensuring more timely completion of meaningful audits.

LEARNING OUTCOMES

- Prepare programs of audit work to be done in each phase of the audit
- Based on survey work, identify detailed audit issues and core performance aspects having maximum potential for improvement
- Appraise in field work, and the quantity and quality of program products and services (outputs), and the timeliness of their delivery to customers
- Appraise in field work, and the economy and efficiency in producing program products and services and delivering them to customers
- Prepare an analysis demonstrating any potential for improvement
- Develop performance findings and make recommendations for improvement

WHO SHOULD ATTEND?

Auditors with two to five years experience conducting performance audits

Level: Intermediate

SESSION SCHEDULE   LOCATION

1/28/20 – 1/30/20	Washington, DC
3/10/20 – 3/12/20	Atlanta, GA
3/31/20 – 4/2/20	Washington, DC
6/16/20 – 6/18/20	Washington, DC
7/21/20 – 7/23/20	San Antonio, TX
9/1/20 – 9/3/20	Washington, DC
11/3/20 – 11/5/20	Washington, DC

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Concepts, Policies, and Principles of Accounting	F3031
Audit Reporting	F3031
Audit Planning and Management	F3031

Interviewing Techniques for Auditors

AUDT7012G   **3 Days**   **24 CPE**   **$939**

Sharpen the skills needed to obtain testimonial information for an effective audit! Learn the mechanics of effective interviewing techniques through lectures, discussions, and simulated interview exercises. Witness the major steps of the interview process demonstrated in a mock interview. Identify proven interviewing techniques, and through role playing, identify your own style and practice the proven techniques. While designed for auditors, anyone who conducts interviews to obtain information for analysis purposes will find this course useful.

Class size is limited to 15 participants to ensure individualized attention.

LEARNING OUTCOMES

- Plan and conduct effective audit interviews using an eight-step model
- Conduct effective individual and team interviews
- Manage the interpersonal dynamics between auditors and auditees
- Select an appropriate note-taking technique
- Listen more effectively during an interview
- Use appropriate questioning and paraphrasing skills

WHO SHOULD ATTEND?

Auditors and professionals at all levels who want to enhance the effectiveness of the interviews they conduct

Level: Foundation

SESSION SCHEDULE	LOCATION
1/28/20 – 1/30/20	Seattle, WA
2/19/20 – 2/21/20	Washington, DC
2/25/20 – 2/27/20	San Diego, CA
3/24/20 – 3/26/20	Washington, DC
4/7/20 – 4/9/20	Atlanta, GA
4/13/20 – 4/15/20	Washington, DC
4/21/20 – 4/23/20	Denver, CO
5/5/20 – 5/7/20	Austin, TX
5/19/20 – 5/21/20	Virginia Beach, VA
6/2/20 – 6/4/20	Washington, DC
7/21/20 – 7/23/20	Washington, DC
8/4/20 – 8/6/20	San Francisco,CA
8/5/20 – 8/7/20	Washington, DC
8/18/20 – 8/20/20	Kansas City, MO
9/1/20 – 9/3/20	Chicago, IL
9/15/20 – 9/17/20	Washington, DC
10/20/20 – 10/22/20	Washington, DC

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Decision Support - Audit Execution	F4655
Lead Self	F4655

All GATI Courses Reflect the GAGAS 2018 Yellow Book Revision.

ACCET   Accredited by the Accrediting Council for Continuing Education & Training

Leadership, Motivation and Accountability for High Performance Audit Organizations

AUDT9010G   **1 Day**   **8 CPE**   **$419**

Great audit organizations need leaders who see their role differently than just being super auditors. This highly interactive course will help audit staff cross the threshold toward becoming super leaders by understanding what makes a good leader, how to motivate others, and create an environment of accountability for high performance. This session will examine the traits, characteristics, and styles of successful managers and leaders that can be learned and practiced, as well as why people in leadership positions often fail. We will explore ways to inspire and motivate staff through constructive coaching, growth opportunities, and appreciation. This session also explores the communication tools, approaches, and techniques to inspire a new level of performance accountability, self-awareness, and commitment through empowerment and ownership.

LEARNING OUTCOMES

- Define and develop the characteristics of leadership and leadership behavior
- Avoid the behaviors and actions that cause leaders to fail in leadership roles
- Set and articulate clear expectations through mission, vision, objectives, and policies
- Measure performance for individual and organizational results and accountability
- Delegate work and empower staff for growth and performance
- Use the appropriate style and methods of motivating staff
- Create a culture of innovation, trust and teamwork
- Develop and grow staff competencies through coaching and feedback

WHO SHOULD ATTEND?

High-potential and aspiring staff, managers, and current leaders at all levels who are stepping up to next level of organization effectiveness in learning, refreshing, and practicing the art and science of leadership. While this course focuses on leadership in audit organizations, the principles and techniques apply universally to the dynamics of leading people and change for high performance in all organizations.

Level: Advanced

SESSION SCHEDULE

SESSION SCHEDULE	LOCATION
1/30/20 – 1/30/20	Washington, DC
3/18/20 – 3/18/20	Denver, CO
5/27/20 – 5/27/20	Chicago, IL
8/27/20 – 8/27/20	Austin, TX
9/9/20 – 9/9/20	Washington, DC
12/15/20 – 12/15/20	Washington, DC

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Lead the Institution	L4832

Making Your Case to Prosecute Fraud

AUDT8090G   **2 Days**   **16 CPE**   **$699**

Fraud is a booming business today! As fraud schemes become more sophisticated and defense attorneys more proactive, task forces including auditors, investigators, and prosecutors are often assembled to combat the fraud schemes. Learn the techniques that are unique to planning and implementing a forensic audit. Identify how each team member contributes to the success of the task force. Learn the special rules and procedures that apply in obtaining evidence to substantiate and prosecute fraud. Analyze the differences between program and forensic audits, and also the basis for those differences.

LEARNING OUTCOMES

- Describe and apply the five elements of a prosecutable fraud scheme
- Be conversant with the criteria used by prosecutors in making litigation decisions
- Describe the current situation that mandates joint task force efforts in combating fraud, and the participant's role on such a task force
- Contrast the standards of evidence that apply in auditing from those that apply in prosecuting fraud
- Differentiate the various ways that a government agency may obtain evidence for use in administrative, civil, and criminal cases
- Describe the restrictions that a government agency must observe in obtaining evidence for use in prosecuting a criminal fraud case
- Understand the principles of the forensic audit and be able to apply them during a class project
- Be familiar with the basic rules of trial procedure, as well as the role of each participant
- Understand the task force participant's responsibilities as a potential witness and be familiar with defense attorney tactics

WHO SHOULD ATTEND?

Auditors, investigators, and attorneys at all levels who participate on task forces to uncover fraud schemes and prosecute the perpetrators. Auditors wanting to know the rules that apply in independently pursuing fraud as part of an audit will also benefit from this course.
Level: Intermediate

SESSION SCHEDULE   LOCATION

3/9/20 – 3/10/20 .... Washington, DC
7/21/20 – 7/22/20 .... Washington, DC

Manager's and Auditor's Roles in Assessing Internal Control

Formerly called Management's Responsibility for Internal Control (OMB Circular A-123, GAO Green Book)

AUDT8003G   **2 Days**   **16 CPE**   **$739**

Federal government agency heads must follow the requirements of the Federal Manager's Financial Integrity Act and OMB's Circular A-123 to assess and report on the agency's system of internal control. Learn how the required compliance assessment can be structured and carried out, including basic techniques and approaches for conducting evaluations and documenting their results. Understand the intent and content of OMB's 2016 revision to Circular A-123 and GAO's 2014 revision to the Internal Control Standards (the Green Book).

LEARNING OUTCOMES

- Explain why internal control is important for helping managers accomplish organizational, operational, and program objectives for which they are responsible
- Identify the objectives and requirements of the Integrity Act
- Define management control and internal control and the basic concepts and objectives for them
- Identify and apply GAO standards and OMB guidance for establishing and assessing controls
- Identify and apply key components of a control program
- Identify and apply key components in assessing controls
- Identify approaches for evaluating controls
- Recognize and report deficiencies and material weakness
- Understand reporting requirements under the Integrity Act
- Identify auditors' roles in applying auditing standards for assessing and reporting on the quality of internal controls in financial, attestation, and performance audits

WHO SHOULD ATTEND?

Program managers and other non-auditors, as well as auditors who conduct control assessments and auditors who review agencies' implementation of Circular A-123
Level: All

1/15/20 – 1/16/20 .... Washington, DC

2/12/20 – 2/13/20 .... San Diego, CA

2/19/20 – 2/20/20 .... Washington, DC

3/25/20 – 3/26/20 .... Washington, DC

5/12/20 – 5/13/20 .... Washington, DC

5/27/20 – 5/28/20 .... Denver, CO

6/17/20 – 6/18/20 .... Washington, DC

7/28/20 – 7/29/20 .... Washington, DC

9/1/20 – 9/2/20 .... Virginia Beach, VA

9/9/20 – 9/10/20 .... Washington, DC

10/14/20 – 10/15/20 .... Huntsville, AL

10/28/20 – 10/29/20 .... Washington, DC

This course is part of the
Certificate Program in Program and Management Analysis

This course applies towards completion of the
DoD Financial Management Certification Program.

DoD FM Competency	MyLearn Course Identifier
Concepts, Policies and Principles of Auditing	F7807
Audit Planning and Management	F7807
Fundamentals and Operations of Audit	F7807

Managing the Audit Engagement

AUDT9102G   3 Days   24 CPE $949

Improve your effectiveness as a supervisor in leading the survey and planning phases of a performance audit. Understand the purpose, tasks, and end products of each phase. Apply project management conferencing techniques in making requisite decisions in each phase. Gain practice applying the conferencing techniques through a case-study simulation.

LEARNING OUTCOMES

- Describe what each phase of the audit process contributes to finding development
- Describe the decisions that need to be made at each phase and the role that conferences play in making those decisions
- Illustrate how well-stated objectives form the basis for field work, and for reporting and monitoring the ongoing conduct of the audit
- Define the purpose and product of a conference at the survey, planning, field work verification, and reporting phases; and describe which team members should attend, and their roles
- Demonstrate a working knowledge of how to conduct a conference by participating in a case study simulation using a team-prepared agenda

WHO SHOULD ATTEND?

Audit supervisors, team leaders, and managers who want to focus on the supervisor's technical role in leading audit engagements. See Effective Audit Supervision (AUDT9002G) if you want to focus on the supervisor's human relations role in leading audit engagements.
Level: Advanced

SESSION SCHEDULE   LOCATION

1/28/20 – 1/30/20 .... Dallas, TX

2/11/20 – 2/13/20 .... Washington, DC

4/21/20 – 4/23/20 .... Washington, DC

5/12/20 – 5/14/20 .... Atlanta, GA

5/19/20 – 5/21/20 .... San Francisco, CA

6/16/20 – 6/18/20 .... Washington, DC

8/11/20 – 8/13/20 .... Washington, DC

10/20/20 – 10/22/20 .... Washington, DC

Planning Audit Assignments

AUDT8451G   **2 Days**   **16 CPE**   **$739**

Careful planning is the foundation of success in quickly completing quality performance audits. Recognizing that audits are projects, a structured approach is presented for planning and performance audits that parallels project management principles. In this approach, you learn:

(1) A risk method to apply in identifying value-added subjects and issues for audit;

(2) How to formulate audit objectives that meet standards, make clear what an audit is to accomplish, and provide for obtaining evidence to determine the nature and extent of identified problems;

(3) How to apply a step-by-step process in selecting the scope of work and methodology for obtaining evidence to answer the audit objectives;

(4) How to document the audit plan using a design matrix; and

(5) Factors to consider in assigning staff to conduct the audit.

Simulated real-world practice is provided with numerous public sector case studies and exercises.

LEARNING OUTCOMES

- Explain the role of objectives in performance auditing
- Use risk assessment to identify areas of vulnerability and performance improvement for audit
- Apply a step-by-step approach in designing audits to achieve the objectives and use a matrix to document the design
- Write objectives that make clear what the audit is to accomplish; provide direction for planning and field work; facilitate report writing; and meet auditing standards
- Cite factors to consider in determining staff and other resource needs

WHO SHOULD ATTEND?

Experienced performance auditors. Participants should be familiar with the material covered in Basic Governmental Auditing (AUDT7001G).

Level: Intermediate

SESSION SCHEDULE   LOCATION

3/3/20 – 3/4/20 .... Washington, DC
6/10/20 – 6/11/20 .... Washington, DC
7/22/20 – 7/23/20 .... Washington, DC
9/22/20 – 9/23/20 .... Washington, DC

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Audit Planning and Management	F3045

Practical Statistical Sampling for Auditors

AUDT8112G   **3 Days**   **24 CPE**   **$949**

Equip yourself with the basic concepts of statistical sampling and confidently explain how the concepts can be applied to decision making. Gain an appreciation of the role statistical sampling plays in auditing, inspections, and fact-finding. Through case exercises, become proficient at applying basic statistical sampling principles and procedures in the audit environment. You will use Excel statistical functions and sampling software (which you can take back to our organization for use in audits). Emphasis is placed on sample-size determination and how to appraise and present the audit results. Using Excel and sampling software, learn all the steps from problem formulation to statistical design, field work, analysis, and presentation of findings.

LEARNING OUTCOMES

- Formulate the audit problem and the sampling approach to its solution, including the conduct of a pilot (test) sample
- Explain the advantages of and when to use random sampling methods such as mean-per-unit, stratified cluster difference estimation, and probability proportional to size sampling
- Choose an appropriate sample selection method
- Determine appropriate size sample
- Select a statistical sample and derive essential facts to form audit findings
- Present audit findings with reasonable assurance of their correctness
- Identify some key problems that can occur when using samples for estimation

WHO SHOULD ATTEND?

Auditors who have some experience in performance auditing and want to gain an appreciation for the role that statistical sampling plays in the audit environment

Level: Intermediate

SESSION SCHEDULE   LOCATION

3/10/20 – 3/12/20 .... Washington, DC
6/23/20 – 6/25/20 .... Washington, DC
7/7/20 – 7/9/20 .... Austin, TX
8/3/20 – 8/5/20 .... Denver, CO
8/18/20 – 8/20/20 .... Washington, DC
9/15/20 – 9/17/20 .... San Diego, CA
10/6/20 – 10/8/20 .... Washington, DC

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Lead Teams/Projects	F7940

ACCET Accredited by the Accrediting Council for Continuing Education & Training

Presentation Skills for Auditors

AUDT8522G   **2 Days**   **16 CPE**   **$739**

Presentation Skills for Auditors is designed to help auditors assess and improve their ability to make clear, well-structured and convincing presentations. Auditors at all levels must use the power of clear communication and the power of persuasion to give effective formal and informal presentations, including briefings to audit management, budget committees, auditees, and others. An effective presentation requires a focused message, that addresses the concerns of the audience, and is well organized and skillfully delivered. This is a practical course where participants will prepare, present and critique several presentations with the opportunity for self-assessment, coaching, and improvement.

Class size is limited to 15 participants to ensure individualized attention.

LEARNING OUTCOMES

- Analyze your audience
- Organize your presentations effectively
- Deliver your message skillfully
- Handle audience questions
- Use visuals to help convey your message
- Manage the tensions related to public speaking

WHO SHOULD ATTEND?

Auditors and related staff who can learn new skills, and seasoned presenters who can continue to sharpen existing skills though practice and coaching

Level: Intermediate

SESSION SCHEDULE	LOCATION
2/25/20 – 2/26/20	Washington, DC
3/11/20 – 3/12/20	Atlanta, GA
7/29/20 – 7/30/20	Washington, DC
8/26/20 – 8/27/20	Chicago, IL
9/16/20 – 9/17/20	Kansas City, MO

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Lead Self	L4833
Lead Teams/Projects	L4833

Prevention and Detection of Fraud

AUDT8002G   **3 Days**   **24 CPE**   **$939**

Explore the legal statutes on fraud. Learn both the legal and layman's definitions of fraud, and the nature, causes, and types of white-collar crimes. Become familiar with your professional audit responsibilities for designing audit procedures to detect fraud. Discover the role of internal controls and supervision in preventing fraud, and become familiar with audit procedures proven effective in detecting fraud. Discuss the role of auditors in reporting illegal acts and working with investigators to prosecute fraud. Practice fraud detection methods in multiple case exercises.

UPDATED TO REFLECT THE REVISED 2014 INTERNAL CONTROL STANDARDS ISSUED BY THE COMPTROLLER GENERAL.

LEARNING OUTCOMES

- Define fraud and explain its five elements
- Describe the classic fraud schemes
- Cite auditor responsibilities for the prevention and detection of fraud
- Describe where fraud is committed and who commits it
- Identify indicators and detection techniques associated with fraud
- Describe the criminal statues related to fraud
- Describe the federal rules of evidence for prosecuting fraud
- Identify factors relevant to auditor cooperation with investigators and the timing and content of investigative referrals

WHO SHOULD ATTEND?

Auditors with financial and performance auditing experience who seek a practical professional approach to fraud prevention and detection. Program managers may also find the course beneficial.

Level: All

SESSION SCHEDULE	LOCATION
1/22/20 – 1/24/20	Washington, DC
3/24/20 – 3/26/20	Seattle, WA
4/1/20 – 4/3/20	Washington, DC
4/7/20 – 4/9/20	Denver, CO
4/28/20 – 4/30/20	Austin, TX
6/15/20 – 6/17/20	Washington, DC
7/28/20 – 7/30/20	Washington, DC
8/25/20 – 8/27/20	Washington, DC
9/16/20 – 9/18/20	Washington, DC
10/6/20 – 10/8/20	Huntsville, AL
11/17/20 – 11/19/20	Washington, DC

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Concepts, Policies, and Principles of Auditing	F6713

Quick Response Auditing

AUDT8011G   **2 Days**   **16 CPE**   **$739**

Urgent questions and concerns require quick audit response while maintaining quality, focusing on user needs, and conforming to the Government Auditing Standards. Determine when it is appropriate and how to offer clients alternatives to classic "full scope" audit coverage, and how to establish an auditor-client relationship conducive to quick delivery of products. Learn how to tailor audit objectives, approaches, and products to better meet immediate client needs. Drawing on multiple case studies, learn to write focused objectives with limited scope to facilitate quick field work, timely reporting, and meaningful results to satisfy the client or stakeholder needs.

LEARNING OUTCOMES

- Discuss why timely receipt of audit results has become increasingly important to those whom government auditors serve
- Identify appropriate conditions for quick response audits
- Describe techniques for limiting the number and breadth of audit objectives to facilitate quick audits
- Identify techniques for limiting audit scope
- Examine the flexibility in Government Auditing Standards that can be leveraged to foster quick response in audit engagements
- Discuss the use of non-audit services in delivering prompt information to government auditors' clients

WHO SHOULD ATTEND?

Experienced auditors, including supervisors, team leaders, and managers

Level: Intermediate

SESSION SCHEDULE   LOCATION

3/18/20 – 3/19/20	Washington, DC
4/1/20 – 4/2/20	Atlanta, GA
5/20/20 – 5/21/20	Denver, CO
5/27/20 – 5/28/20	Washington, DC
7/8/20 – 7/9/20	Washington, DC
9/29/20 – 9/30/20	Washington, DC

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Concepts, Policies, and Principles of Auditing	F7941
Fundamentals and Operations of Audit	F7841

Reviewing Other People's Report Writing

AUDT9502G   **2 Days**   **16 CPE**   **$739**

Reviewing draft audit reports written by others is a critical and delicate skill. Critiquing the writing, not the writer, is the golden rule. Learn a structured process for efficiently evaluating the accuracy, appropriateness, and readability of audit reports and for checking that findings are convincing, clear, objective, and complete yet concise. Discover how best to provide effective, constructive feedback with the ultimate goal of preparing better drafts and improving your writing skills. Practice applying the structured review process and developing new feedback skills through individual and group exercises.

LEARNING OUTCOMES

- Explain the role and responsibility of the reviewer
- Use Government Auditing Standards as the foundation throughout the report review, feedback, and revision process
- Describe an eight-step review process for evaluating audit report drafts
- Apply this structured review process to evaluate communication problems quickly in draft reports you review
- Provide effective oral and written feedback from the review process to those who draft audit reports

WHO SHOULD ATTEND?

Auditors who review reports written by other auditors

Level: Advanced

SESSION SCHEDULE   LOCATION

1/15/20 – 1/16/20	Washington, DC
4/21/20 – 4/22/20	Washington, DC
6/24/20 – 6/25/20	Washington, DC
8/4/20 – 8/5/20	Washington, DC
10/14/20 – 10/15/20	Washington, DC

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Audit Reporting	F3047

Selecting and Planning Audits for Return on Investment

AUDT8914G **1 Day** **8 CPE** **$419**

Selecting performance audits to conduct is like building a successful investment portfolio. Developing meaningful objectives helps ensure that each audit efficiently and effectively achieves meaningful results. Together, selecting the right audits and clear objectives provide a return on investment that is highly valued, relevant, and meaningful to the stakeholders it serves. This seminar explores techniques and factors for selecting and planning audits based upon measureable factors of risk, materiality, public interest, and public benefit as valued by its many stakeholders. This seminar will help you identify stakeholder interest and needs, future opportunities, and external threats; apply a cost/ benefit approach using measures of outcome value to score proposals; and formulate compelling audit objectives leading to meaningful, specific future-oriented recommendations of value.

LEARNING OUTCOMES

- Apply strategic customer value in assessing desired stakeholder needs
- Perform a SWOT analysis and logic model to consider audit topic objectives
- Use internal and external risk assessment to identify areas of vulnerability and opportunity as criteria for scoring potential audit benefits and results
- Apply a cost/benefit approach to score the potential value of audit proposals
- Describe the central role of objectives in performance auditing
- Write objectives that provide clear direction for planning field work, assigning staff, facilitating report writing, and meeting auditing standards
- Track audit progress and measure actual results

WHO SHOULD ATTEND?

All auditors, evaluators, analysts, and executives who are responsible for developing, proposing, or selecting audit/evaluation topics and developing specific audit/evaluation objectives
Level: Advanced

SESSION SCHEDULE   LOCATION

4/7/20 – 4/7/20 .... Washington, DC
5/28/20 – 5/28/20 .... Chicago, IL
7/23/20 – 7/23/20 .... Washington, DC
8/26/20 – 8/26/20 .... Austin, TX

Skills for Leading and Managing Audit Projects

AUDT9109G   **3 Days**   **24 CPE**   **$949**

Acquire the knowledge and skills you need to be an outstanding leader, one who can influence audit teams to boost productivity and achieve positive results. Learn concepts and techniques for managing audit projects from proposal through reporting and for making the best use of your valuable time. Learn how to communicate with responsible officials and the media; how to evaluate, coach, and motivate team members; and how to manage conflict. On completion of this course you will possess the leadership and management skills to ensure that your staff produce quality products that meet user needs and do so on time and within budget.

The instructors for this course have been senior audit executives responsible for leading and managing multiple audits and for managing an audit office or division.

LEARNING OUTCOMES

- Comprehend the behavioral changes and new skills critical to successful transition to a leadership role
- Plan, direct, and manage the audit from proposal to reporting assignments
- Motivate staff to complete assignments successfully
- Evaluate and select staff for audit assignments, and know how to manage and communicate effectively with them
- Communicate professionally and effectively with auditees, other government officials, and the media
- Better manage your scarce and valuable time by determining which specific audits or audit tasks have priority
- Apply leadership concepts and various techniques that can be used to successfully plan, manage, and communicate audit assignments

WHO SHOULD ATTEND?

Senior auditors responsible for leading and managing audit projects. This course will also benefit those transitioning from a site senior to audit team leader and manager

Level: Advanced

SESSION SCHEDULE	LOCATION
3/11/20 – 3/13/20	Washington, DC
4/14/20 – 4/16/20	Washington, DC
4/28/20 – 4/30/20	San Diego, CA
5/5/20 – 5/7/20	Atlanta, GA
5/12/20 – 5/14/20	Austin, TX
6/2/20 – 6/4/20	Chicago, IL
6/2/20 – 6/4/20	Washington, DC
6/23/20 – 6/25/20	Seattle, WA
7/7/20 – 7/9/20	San Francisco, CA
7/14/20 – 7/16/20	Denver, CO
7/15/20 – 7/17/20	Washington, DC
8/4/20 – 8/6/20	San Diego, CA
8/11/20 – 8/13/20	Washington, DC
9/15/20 – 9/17/20	Washington, DC
9/22/20 – 9/24/20	San Antonio, TX
12/14/20 – 12/16/20	Washington, DC

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Audit Planning and Management	L1706
Lead Self	L1706
Lead Teams/Projects	L1706
Lead People	L1706

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The Governmental Audit: From Planning to Reporting

AUDT8032G **3 Days** **24 CPE** **$949**

If you have been assigned to only portions of a performance audit and need an overall perspective of the process, this course is for you. Improve your knowledge and skills related to all phases of the performance audit and the evaluation of results. By working a case study throughout the course, experience a complete audit, including preparing an audit justification, planning and conducting a survey, planning the audit, and preparing a report.

UPDATED TO REFLECT THE REVISED 2014 INTERNAL CONTROL STANDARDS ISSUED BY THE COMPTROLLER GENERAL.

LEARNING OUTCOMES

- Plan for and manage audit assignments
- Identify types of evidence used by auditors and evaluate their quality
- Survey, review, and comment on the adequacy of controls and results
- Organize and utilize your audit documentation more effectively
- Implement the audit plan using the necessary tasks and understand staff responsibilities
- Assemble a findings-based audit report that will obtain and maintain interest
- Formulate value-added recommendations and obtain acceptance

WHO SHOULD ATTEND?

Auditors who have worked on portions of an audit and want to better understand all phases of a performance audit

Level: Intermediate

SESSION SCHEDULE LOCATION

4/14/20 – 4/16/20	Washington, DC
6/2/20 – 6/4/20	Washington, DC
8/10/20 – 8/12/20	Washington, DC

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Audit Planning and Management	F3044
Audit Reporting	F3044
Concepts, Policies, and Principles of Accounting	F3044
Concepts, Policies, and Principles of Auditing	F3044
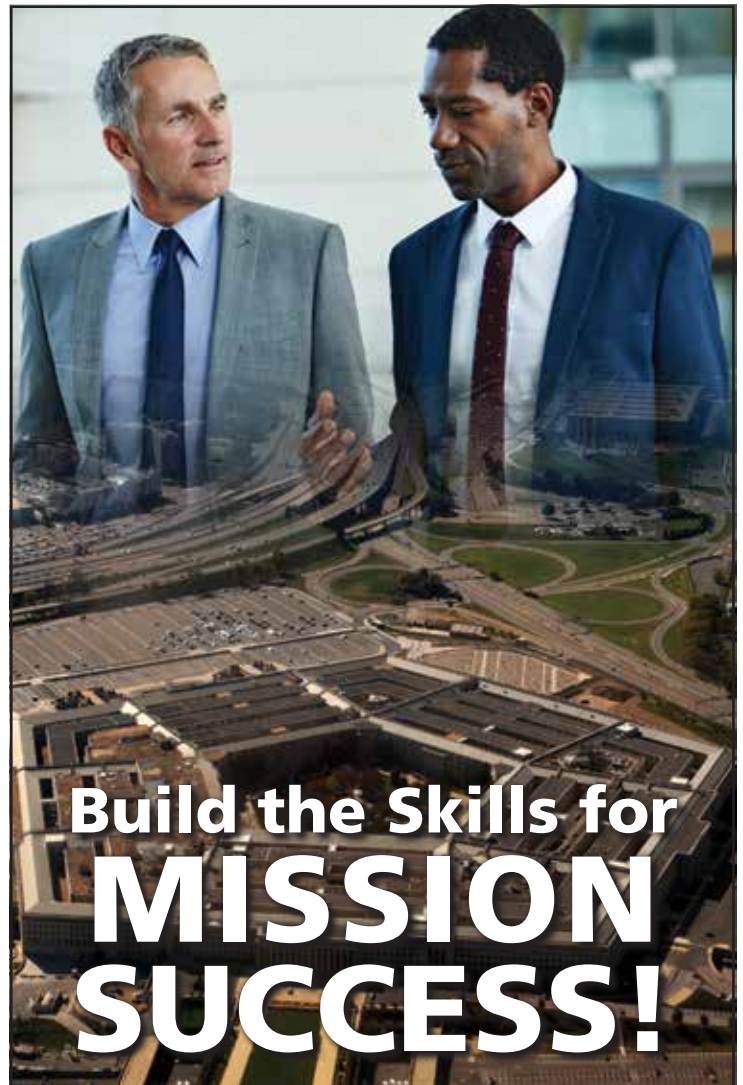
Using Metrics to Assess Performance

AUDT8027G   **3 Days**   **24 CPE**   **$949**

Apply a measurement-based approach to assess the adequacy of government program operations performance. Learn how to prepare metrics of timeliness, quality, economy, and efficiency, and how to apply those metrics in determining the adequacy of agency performance in producing and delivering program goods and services. Understand how to apply analytic methods in determining the cause of performance shortcomings and the potential for cost savings.

Engage in numerous public sector case studies where you prepare appropriate metrics; analyze the nature, extent, and cause of shortcomings; and organize the audit results into a finding.

LEARNING OUTCOMES

• Understand the utility of measurement in assessing the adequacy of operations and program performance

• Cite four things auditors must know and agree on if they are to use measures in assessing the adequacy of performance and the potential for cost savings

• Define the aspects of performance that auditors often find relevant in assessing performance

• Prepare metrics using quantitative and qualitative data and use those metrics to systematically identify performance problems

• Plan an audit to assess an entity's success in producing and delivering products and services timely, economically, and efficiently

• Apply an analysis and logic approach to identify changes in a process that will improve performance

• Develop findings that consider the nuances that arise in reporting findings for performance improvement and cost savings

WHO SHOULD ATTEND?

Auditors who want to use metrics to systematically identify performance problems during an audit

Level: Intermediate

SESSION SCHEDULE — LOCATION

SESSION SCHEDULE	LOCATION
1/28/20 – 1/30/20	Austin, TX
2/25/20 – 2/27/20	Las Vegas, NV
3/3/20 – 3/5/20	Washington, DC
5/19/20 – 5/21/20	Washington, DC
7/28/20 – 7/30/20	Washington, DC
12/1/20 – 12/3/20	Washington, DC

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Concepts, Policies, and Principles of Auditing	F7942
Fundamentals and Operations of Audit	F7942

All GATI Courses Reflect the GAGAS 2018 Yellow Book Revision.

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Writing Audit Reports by Objectives

AUDT8511G   **3 Days**   **24 CPE**   **$939**

Accepted practice in performance auditing is to begin an audit with objectives based on user needs and to develop a report that answers those objectives. This course is grounded in the concept that using audit objectives as the logical, integrated basis from planning through reporting helps you organize your message and write reports that succinctly communicate the audit results. In practice exercises, write audit objectives that, when answered, will tell audit results as a story. In a case exercise, use a report conference to reach agreement on the message before writing; organize the report message to answer the audit objectives; and write a finding synopsis.

LEARNING OUTCOMES

- Design a report to solve the problem of multiple audiences
- Explain the effect objectives have on findings and message formulation
- Write objectives for process- and results-oriented audits that identify performance aspects and finding elements to be developed and form an outline for the report
- Organize a finding that answers the audit objectives using different outline methods and advance organizers such as captions and topic sentences
- Apply general guidelines for selecting appropriate visual aids

WHO SHOULD ATTEND?

Auditors who want to enhance their report-writing skills.
Level: Intermediate

SESSION SCHEDULE	LOCATION
1/8/20 – 1/10/20	Washington, DC
3/17/20 – 3/19/20	Washington, DC
3/31/20 – 4/2/20	San Diego, CA
4/21/20 – 4/23/20	Washington, DC
5/12/20 – 5/14/20	Washington, DC
7/14/20 – 7/16/20	Washington, DC
9/1/20 – 9/3/20	Denver, CO
9/9/20 – 9/11/20	Washington, DC
12/8/20 – 12/10/20	Washington, DC

This course applies towards completion of the
DoD Financial Management Certification Program.

DoD FM Competency	MyLearn Course Identifier
Audit Reporting	F3034

Written Communication for Auditors

AUDT8611G   **3 Days**   **24 CPE**   **$939**

Gain experience using the writing tools you need to produce professional audit documents that comply with the Government Auditing Standards. Learn to develop strong messages in response to audit objectives, support those messages with compelling evidence, develop the appropriate elements of a finding, and organize your writing to eliminate unnecessary information. Learn how to write in a professional and correct style.

LEARNING OUTCOMES

- Assess the strengths and weaknesses of report messages and structures
- Develop a strong link from objectives to findings to recommendations
- Use all four elements of a finding as a critical thinking process
- Master the message-first style
- Control paragraph unity and coherence
- Recognize common sentence problems
- Avoid common grammar and punctuation problems
- Develop objective criteria for writing and reviewing audit documents

WHO SHOULD ATTEND?

Auditors who prepare performance audit reports and other documents
Level: Foundation

SESSION SCHEDULE	LOCATION
1/28/20 – 1/30/20	Washington, DC
2/18/20 – 2/20/20	Atlanta, GA
3/31/20 – 4/2/20	Washington, DC
5/19/20 – 5/21/20	Washington, DC
7/21/20 – 7/23/20	Washington, DC
8/25/20 – 8/27/20	Washington, DC

This course applies towards completion of the
DoD Financial Management Certification Program.

DoD FM Competency	MyLearn Course Identifier
Audit Reporting	F3046
Lead Self	F3046

Zeroing in on Bribes and Kickbacks

AUDT8950G **2 Days** **16 CPE** **$739**

The potential for bribes and kickbacks, in the private or public sector, is inherent in every business transaction. Recent research revealed that an estimated one trillion dollars a year is paid in bribes worldwide. Audit standards require that all audits be planned to provide a reasonable assurance of detecting fraud. Bribes, kickbacks, and other kinds of payoffs constitute fraud, often referred to as corruption.

Get a strong introduction to (a) the provisions of law pertaining to fraud and corruption in the forms of bribes, kickbacks and other types of payoffs; (b) activities that are particularly susceptible to such forms of fraud; (c) the short-and long-term impact; and (d) the methods used to make illegal payments.

Focus on strengthening your ability to recognize the indicators of bribes, kickbacks, and other types of payoffs in the procurement area and on your ability to collect evidence that they may have occurred or have occurred. Participate in case studies involving the fraudulent activities of bribes, kickbacks, and other types of payoffs.

LEARNING OUTCOMES

- Describe the kinds of activities that are susceptible to bribes and kickbacks
- Determine the impact and effects of bribes and kickbacks
- Discuss the Government Auditing Standards requirements to explicitly consider the potential for fraud in audit planning
- Describe how bribes and kickbacks occur, including the audit trails they create and how the trails can be followed
- Identify and collect evidence to demonstrate and document a bribes and kickbacks
- Use analytic audit techniques to detect bribery and kickbacks

WHO SHOULD ATTEND?

Auditors and investigators with three years of experience and seasoned professionals with limited exposure to the subject matter
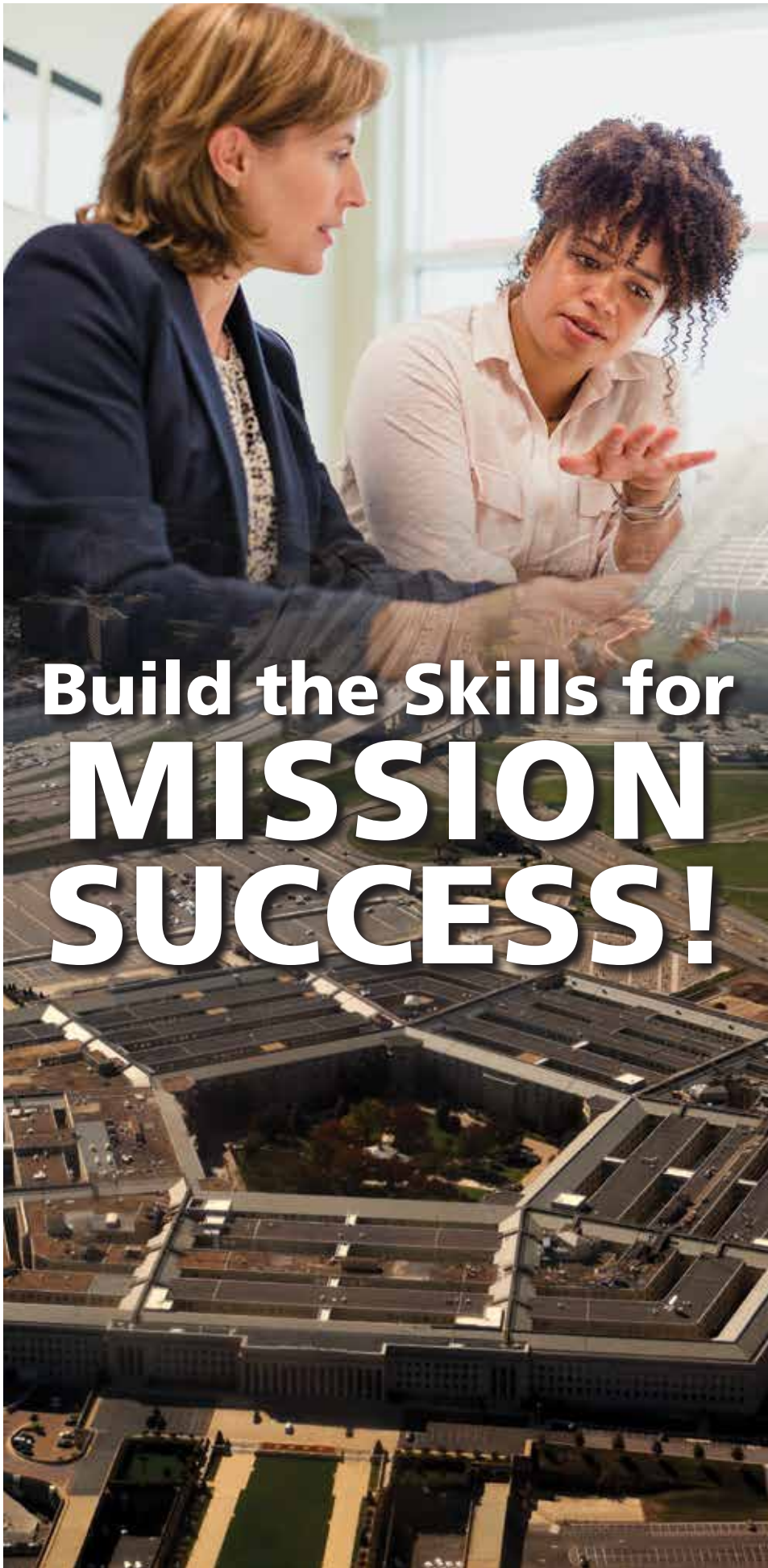
Level: Intermediate

This course applies towards completion of the **DoD Financial Management Certification Program**.

DoD FM Competency	MyLearn Course Identifier
Concepts, Policies, and Principles of Auditing	F7943
Fundamentals and Operations of Audit	F7943

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