



Woodington Training Solutions, LLC
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Course Descriptions
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New Auditor Training (2 Days)

Auditing - Basic Learning Level (No Prerequisites or Advanced Preparation Needed – Group Live Training – 16 CPE Credits)

This class is for individuals who do not have an internal audit background or are new to auditing. Audit topics and behavioral topics are presented in the class. The class topics include risk, internal auditing, the successful auditor, fieldwork, sampling, fraud, assertiveness, and workplace conduct/professionalism.

What you will gain from this seminar:

- Gain an understanding of risk and audit's role in risk assessment
- Discover how internal auditing provides value to an organization
- Learn about the IIA standards and the components of internal control as defined by COSO
- Identify the key attributes of a successful auditor
- Identify the key components of audit evidence, sampling, and fraud auditing
- Practice key assertiveness techniques in dealing with conflict and criticism
- Identify appropriate workplace conduct and professionalism attributes

Who should attend:

- Auditors and compliance specialists with up to one year of experience, or anyone new to internal auditing.

Course outline:



New Auditor Training
Course Outline.doc

Auditor In-Charge Training (2 Days)

Auditing - Intermediate Learning Level (No Prerequisites or Advanced Preparation Needed – Group Live Training – 16 CPE Credits)

This class is for individuals who are new to leading audit projects. Audit topics and behavioral topics are presented in the class. The class topics include the audit process, enterprise risk assessment, business analysis, risk assessment, fieldwork, reporting and wrap-up, exit meetings, interim performance appraisals, validation (follow-up), and business monitoring.

What you will gain from this seminar:

- Identify the key phases of the audit process and the critical role of the in-charge auditor
- Discover the components of enterprise risk assessment in annual plan creation
- Learn the methodology for performing a business analysis
- Identify the key components of enterprise risk management (ERM), and the risk assessment process used in evaluating risks and controls of a business
- Practice writing an audit program
- Practice identifying proper workpaper documentation including workpaper review
- Identify proper ways to handle staff and business partner behavioral issues including conflict management
- Identify good audit report writing techniques
- Discover the key components to leading a successful exit meeting
- Practice writing behavioral-based performance appraisals
- Identify the key components to follow-up and business monitoring

Who should attend:

- Auditors and compliance specialists with at least one year of experience, or anyone new to leading audit projects.

Course outline:



Auditor In-Charge
(AIC) Training Session

CIA Exam Review (Days Vary Depending on Part)

Auditing - Intermediate Learning Level (No Prerequisites or Advanced Preparation Needed – Group Live Training – CPE Credits Vary Depending on Exam Part)

This class is for individuals who are preparing to sit for the Certified Internal Auditor (CIA) exam. The class is sponsored by the Institute of Internal Auditors (IIA) and uses the CIA Learning System materials in class.

Part 1: Internal Audit Basics

Key Topics:

- Definition of Internal Auditing
- Code of Ethics
- International Standards
- Type of Controls and Management Control Techniques
- Internal Control Framework Characteristics and Use
- Risk Vocabulary and Concepts
- Fraud Risk Awareness
- Data Gathering and Process Mapping
- Evaluating Relevance, Sufficiency, and Competence of Evidence
- Data Analysis and Interpretation
- Documentation/Workpapers
- Data Reporting

Part 2: Internal Audit Practice

Key Topics:

- Strategic Role of Internal Audit
- Operational Role of Internal Audit
- Establish a Risk-Based Internal Audit Plan
- Plan Engagements
- Supervise Engagements
- Engagement Communications as a Process
- Monitor Engagement Outcomes
- Common Types of Fraud and Fraud Risks per Engagement Area
- Assessing Response to Engagement Area Fraud Risks
- Determining Need for Fraud Investigation
- Process Review for Fraud Controls Improvement
- Detecting Fraud
- Culture of Fraud Awareness
- Interrogation/Investigative Techniques
- Forensic Auditing

Part 3: Internal Audit Knowledge Elements

Key Topics:

- Corporate/Organizational Governance Principles
- Environmental and Social Safeguards
- Corporate Social Responsibility
- Risk Management Techniques
- Organizational Use of Risk Frameworks
- Organizational Structures
- Typical Activities in Various Business Cycles
- Business Process Analysis
- Inventory Management Techniques and Concepts
- Electronic Funds Transfer (EFT)/Electronic Data Interchange (EDI)/E-Commerce
- Business Development Life Cycles
- The International Organization for Standardization (ISO) Framework
- Out-Sourcing Business Processes
- Communication
- Stakeholder Relationships
- Strategic Management
- Organizational Behavior
- Management Skills/Leadership Styles
- Conflict Management
- Project Management/Change Management
- Security
- Application Development
- System Infrastructure
- Business Continuity
- Financial Accounting and Finance
- Managerial Accounting
- Economic/Financial Environments
- Cultural/Political Environments
- Legal and Economic Implications of Global Business
- Impact of Government Legislation and Regulation on Business

Who should attend:

Auditors and compliance specialists who are preparing to sit for the CIA Exam

Course outlines:



CIA Exam Part 1
Content.docx



CIA Exam Part 2
Content.docx



CIA Exam Part 3
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Writing to Achieve Results (2 Days)

Communications - Basic Learning Level (No Prerequisites or Advanced Preparation Needed – Group Live Training – 16 CPE Credits)

This class is for all individuals who desire to improve their business writing skills. The class topics include the building blocks of writing to achieve results, determining audience and purpose, mindmapping, transparent structure, cutting the clutter, making sentences make sense, active/passive voice, evaluating writing examples, agreement with antecedents, subject/verb agreement, parallel construction, editing, proofreading, and email.

What you will gain from this seminar:

- Discover the building blocks of writing to achieve results
- Use the building blocks to evaluate all forms of writing
- Practice using the mindmapping tool for organizing your thoughts
- Learn how to use transparent structure
- Practice cutting the clutter and editing run-on sentences
- Learn the difference between writing in active vs. passive voice
- Practice writing a finding and recommendation
- Learn basic grammar rules
- Practice using a grammar reference manual to edit your own writing
- Learn the basic components of editing and proofreading
- Learn how to avoid the mistakes of using email

Who should attend:

- Anyone who desires to improve their business writing skills

Course outline:



Writing to Achieve
Results Course Outlin

Situational Leadership® II (1 Day)

**Personal Development - Basic Learning Level (No Prerequisites or Advanced Preparation Needed)
– Group Live Training – 8 CPE Credits)**

This class is for anyone in a leadership role. The course materials are designed by the Ken Blanchard Companies. The class topics include defining leadership and leadership style, three skills of a Situational Leader, diagnosing development levels, directive and supportive behavior, the four leadership styles, matching leadership style to development level, and partnering for performance.

What you will gain from this seminar:

- Discover how to increase the quality and frequency of conversations about performance and development
- Use the key concepts for developing a common leadership language
- Learn how to develop others' competence, confidence, and motivation so they learn how to provide their own direction and support
- Understand the importance of valuing and honoring differences
- Practice diagnosing development levels and matching to the appropriate leadership styles

Who should attend:

- Anyone who leads individuals

Course outline:



SLII Course
Outline.rtf

Leadership 101 (1 Day)

**Personal Development - Basic Learning Level (No Prerequisites or Advanced Preparation Needed)
– Group Live Training – 8 CPE Credits)**

This class is for anyone who leads groups of individuals. The class topics focus on team building, and include understanding the difference between groups and teams, phases of team development, and attributes of a high performance team.

What you will gain from this seminar:

- Understand the importance of delivering acts of leadership to create an environment where people can succeed
- Discover the difference between groups and teams
- Understand team building is a process rather than a single event
- Identify the conditions (participative leadership, alignment on purpose, shared responsibility, high communication/trust) under which teambuilding successfully occurs
- Practice identifying, differentiating, intervening, and balancing task and relationship issues in team development
- Complete a personality style instrument to help in the communication process

Who should attend:

- Anyone who leads groups of individuals

Course outline:



Leadership 101
Course Outline.rtf