

SEMINAR 4th April 2019

Subject: «Leadership Skills for an Internal Auditor»

Date: Thursday, 4 April 2019

Time: 08:00 to 13:00

Venue: Europa Plaza Hotel, Nicosia

Language: English

CPE Points (Continuous Professional Education): 4 CPEs

Instructor: Mr. Loizos Andreas Hajiloizos (CIA, FCCA, CFE, CRMA)

Participation Form

Full Name:

Member No:

Company/Organization:

Address:

Telephone No:

Mobile Telephone No:

Fax No:

E-mail:

Tuition Fees* Please tick in the right box:

Fees per participant (member): **€70 + VAT = €83,30 (until 29/03/2019)**

Fees per participant (non-member): **€90 + VAT = €107,10 (until 29/03/2019)**

Fees per participant (member): **€100 + VAT = €119,00 (from 30/03/2019)**

Fees per participant (non-member): **€120 + VAT = €142,80 (from 30/03/2019)**

Payment of the tuition fees may be effected on the seminar day by cheque issued to the «**Cyprus Institute of Internal Auditors**». Simultaneously, corresponding invoices / receipts will be issued by the Institute.

Participants who wish to earn the **early bird** discounted participation fees, must arrange payment of the fees to be made the latest by **Friday 29 March 2019** through deposit in the Institute Account Number 06210-2008467-3 at the Hellenic Bank (ex Cyprus Cooperative Bank), IBAN CY85 0070 6210 0000 0000 2008 4673, or otherwise.

Participants are requested to complete the present Participation Form and send to the Institute either by fax to **22 68 08 69** or by email to **iiacyprus@cytanet.com.cy**.

*Discount of 10% on the total payable amount will be granted in cases where 3 or more persons from the same company (or group of companies) or organization participate in this seminar.

LEADERSHIP SKILLS FOR AN INTERNAL AUDITOR

ANALYTICAL PROGRAMME

08:00 - 08:30	-	Registration
08:30 - 10:30	-	<p>Introduction and Scope of the seminar</p> <p>5 levels of Leadership</p> <p>Process of Great Leadership</p> <p>Leadership principles</p> <p>Setting realistic goals for your team</p> <p>Training and coaching</p> <p>Role assignment and responsibilities</p>
10:30 - 11:00	-	<i>Break</i>
11:00 - 13:00	-	<p>Developing team skills</p> <p>Performance monitoring</p> <p>Attributes of leadership</p> <p>Top leader qualities</p> <p>Leadership and direction</p>

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Scope and Objectives

The scope and objectives of the seminar are:

- **Enrichment of knowledge:** to assist the participants to be able to recognise the needs, expectations, wants and desires of their teams and to react accordingly, appropriately and timely in order to satisfy them as proper leaders.
- **Updating of skills:** During the seminar full explanations with simple and practical examples will be presented; This will allow the participants to be in a position to recognise their teams needs and weaknesses and be there to support, coach and oversee them as correctly as possible.

The following sections will be fully discussed and explained during the process of the seminar:

- A. 5 levels of Leadership
 - B. Process of Great Leadership
 - C. Leadership principles
 - D. Setting realistic goals for the team
 - E. Training and coaching
 - F. Role assignment and responsibilities
 - G. Developing team skills
 - H. Performance monitoring
 - I. Attributes of leadership
 - J. Top leader qualities
 - K. Leadership and direction
- **Improvement of attitude:** with the conclusion of the seminar the delegates will be able to understand clearly their newly defined “leadership tasks” and be able to lead more effectively their teams.

Seminar Participants

The seminar is mainly addressed to all employees of a company/organization, including internal auditors, from all levels of the hierarchy.

Teaching methods, Training Aids & Materials

Lecture delivery: face-to-face - technical knowledge and updates will be set out and delivered through the Keynote presentation. Viewing the presentation and relevant video clips with the use of a projector. Discussing the issues and the techniques in greater details with the participants using Q&A session throughout the presentation.

Internet use, video projector will be used to project the PPP’s, sound system for the video clips (including the ice-breaker clip), coloured markers, flip chart and full seminar notes.

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Instructor's Profile

Mr. Loizos Andreas Hajiloizos is a Director of Corporate Services of Windsor Brokers Ltd.

He is a Fellow of The Association of Chartered Certified Accountants (FCCA), and holds additional professional qualifications as a Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE) and Certified Risk Management Assurer (CRMA). He has a Joint Honours Bachelor Degree in Economics and Accountancy from City University (London). He has more than 25 years of professional experience (15 of these in a managerial position) in the fields of Internal Audit and Risk Management.

He has worked in numerous International organisations in Cyprus and overseas in the last 25 years, dealing with Internal Audit, Fraud investigations, Risk Management, and Corporate Governance in the following industries: Insurance & Re-insurance, Banks, Hotels, Real Estate, Cement manufacturing, Industrial Laundries, Quarries and Investment firms.

He has been teaching extensively for more than 15 years in the following areas: Best Practices of Internal Audit, Risk Management, Fraud Audits, Establishment of Quality reviews for an Internal Audit department, Corporate Governance, Communication, Interviewing / Fraud interviewing techniques, Leadership, Body Language, and Improvement Techniques for the enhancement of Presentations and presenters' skills for delivering a more effective presentation.