

 Saint Thomas, U.S. Virgin Islands

Skills for Leading and Managing Audit Projects

 3 Day In-Person Course



COURSE DESCRIPTION

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. The course covers content to:

- Comprehend the behavioral changes and new skills critical to successfully transition to a leadership role
- Plan, direct and manage the audit assignments from proposal to reporting
- 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



WHAT YOU WILL LEARN

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, evaluate, coach, and motivate team members, and manage conflict. On completion of this course, you will possess the leadership and management skills to ensure that your staff produces quality products that meet user needs and do so on time and within budget.



WHO SHOULD ATTEND

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



December 13 – 15, 2023



12 CPE Credit



In-Person Delivery



Windward Passage
Veterans Drive Charlotte
Amali, PO Box 640, St.
Thomas, St. Thomas 804.



REGISTER NOW

<https://learn.pitiviti.org/207>



ADD TO CALENDAR

<https://evt.to/adhimhegw>

On-site Coordinator: Laverne Raimer



SEND EMAIL

lraimer@viig.org



TUITION FEES

With funding support from the United States Department of the Interior, Office of Insular Affairs, courses are available free of charge for government accountability professionals within the insular areas. The course fee is waived and there is no cost to register and attend. Professionals who do not meet the above criteria, please contact info@pitiviti.org.

COURSE DATE AND TIME

This course will take place in the USVI on Wednesday – Friday, December 13 – 15, 8:30 a.m. – 12:30 p.m. The structure of this course is 4-hour morning sessions over a three-day period followed by consultation sessions in the afternoon.

Wednesday - Friday

December 13 - 15, 2023

8:30 a.m. – 12:30 p.m.

INSTRUCTORS

Drummond Kahn

Drummond Kahn serves on the faculty of the Graduate School USA, training auditors and financial managers in the U.S. and overseas. Since 1990, Mr. Kahn has served in federal, state, and local government auditing positions, including Chief of Internal Audit Services for the Oregon Department of Transportation, Director of Audit Services for the City of Portland, State Audit Administrator for the Oregon Audits Division, and in the U.S. Government Accountability Office.

Mr. Kahn is a past national Association of Local Government Auditors President. He teaches graduate courses at Portland State University's Hatfield School of Government and in the University of Oregon's Master of Accounting program.

In 2014, Mr. Kahn was named one of the 15 Most Influential Professionals in Government Auditing by the Institute of Internal Auditors' American Center for Government Auditing in recognition of "professionals who have positively impacted the practice of auditing in the public sector. In 2013, the Association of Government Accountants presented Mr. Kahn with the Frank Greathouse Distinguished Leadership Award for "sustained, outstanding leadership in financial management, resulting in notable contributions to the profession." In 2018, he was recognized with a Lifetime Achievement Award by the Association of Local Government Auditors.

Mr. Kahn holds a master's degree from the University of Oregon and a bachelor's degree from Whitman College. He is a Certified Internal Auditor, Certified Government Financial Manager, and Certified Government Auditing Professional. He has served on the Comptroller General's Advisory Council on Government Auditing Standards since 2009 and has chaired the Council since 2016.



HEALTH & SAFETY PROTOCOLS PITI-VITI ON-SITE TRAINING

For all on-site training in the insular areas, the Graduate School USA's Pacific and Virgin Islands Training Initiatives (PITI-VITI) works closely with local training hosts to ensure that participants, instructors, and training support staff enjoy a safe learning experience. Please review the following health and safety guidelines, and contact PITI-VITI at info@pitiviti.org with any questions.



Participation and Attendance

Participation in PITI-VITI courses is restricted to participants, instructors, and support staff only. Participants should not join a PITI-VITI training if unwell, and should immediately leave the training and seek medical care if you begin to feel unwell.

As a precondition of participation in PITI-VITI training sessions, each participant must:

- *Have not been diagnosed* with COVID-19 in the last 14 days;
- *Have not had symptoms* consistent with COVID-19 in the last 14 days;
- *Have not had close contact* with someone with COVID-19 or symptoms consistent with COVID-19 in the last 14 days;
- Agree to not participate or to leave the classroom *if they feel unwell* or if any of these situations become known to them before or during any PITI-VITI training.



Protective Measures

The Graduate School USA follows well-established and evidence-based protective measures that are consistent with local regulations at the time of training in each location.





Physical Distancing

- Maintain physical distance as much as possible.
- Host offices will ensure facilities and spacing are in accordance with local rules.
- Greetings such as handshakes, embracing and similar activity is not consistent with physical distancing.
- Attendees are requested to minimize activity until seated in the training room, and once seated to remain in their seats.



Meeting Size

Class sizes may be limited to comply with current regulations within each jurisdiction.



Face Coverings

- Participants may be required by local regulations to wear a face covering while in the training room.
- Face coverings, if required, are to cover the mouth and nose.



Contact Precautions

- Hand-sanitizing is encouraged.
- No food or drink glassware will be provided in meeting rooms.



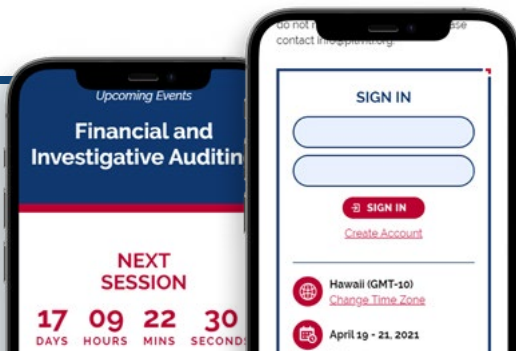
Cleaning

Host offices will ensure that training facilities are cleaned to the requirements in their jurisdiction. Attendees are encouraged to ensure their workspace is clean.



After the meeting

If you become unwell or are diagnosed with COVID-19 within 14 days following a PITI-VITI training, please contact PITI-VITI Administration through the confidential address info@pitiviti.org so we may notify participants that they are a potential close-contacts.



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