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Powerful Tools for Business Risk & Internal Audit

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Course Title		CPE	Length
Approach and Methodology	Planning an Effective Presentation	0.5	30 Min.
	Agile Principles and Methodologies	1	54 Min.
Communication	Capturing the Attention of Senior Executives	0.5	30 Min.
	How to Manage Difficult Conversations	0.5	30 Min.
Cost Accounting	Cost Accounting Module 1: Cost Terms, Concepts and Classifications	1	52 Min.
	Cost Accounting Module 2: Job Order Costing	1	56 Min.
	Cost Accounting Module 3: Cost-Volume-Profit and Activity-Based Costing	1.5	79 Min.
	Cost Accounting Module 4: Standard Costing	1	55 Min.
	Cost Accounting Module 5: Flexible Budgets and Overhead Analysis	1.2	68 Min.
	Cost Accounting Module 6: Relevant Costs for Decision Making	1	54 Min.
FCPA	Combating Corruption: An Introduction to the U.S. Foreign Corrupt Practices Act (FCPA)	1	58 Min.
Industry & Processes	Physical Inventory-Introduction to Inventory Control Methods	1.5	82 Min.
	Physical Inventory-Performing the Physical Inventory	1	58 Min.
	Physical Inventory-Planning the Physical Inventory	1.2	65 Min.
Internal Audit	IIA Standards and the Audit Committee	1	58 Min.
	Implementing Continuous Auditing	1.5	84 Min.
	Internal Audit Follow-Up	0.5	27 Min.
	International Professional Practices Framework (IPPF)	1.8	95 Min.
	Introduction to Fraud	1	55 Min.
	Introduction to Information Technology (IT) Audit	1	54 Min.

Course Title	CPE	Length
Introduction to the Internal Audit Profession	1.5	78 Min.
Overview of the COSO Internal Control-Integrated Framework	1.4	74 Min.
Process Mapping to Understand and Document Processes	1.2	66 Min.
Segregation of Duties Principles	0.5	26 Min.
Testing Control Design and Operating Effectiveness	1.4	73 Min.
Using Sampling in Internal Auditing	1.6	98 Min.
Problem Solving Getting to the Root of a Problem	0.5	24 Min.
Defining Alternative Solutions to a Problem	0.5	24 Min.
Choosing and Using the Best Solution	0.5	24 Min.
Project Management Getting the Big Picture by Defining the Project's Scope and Team	0.5	30 Min.
Managing a Project to Minimize Risk and Maximize Quality	0.5	30 Min.
Navigating through Changes and Conflicts in Projects	0.5	30 Min.
Risk Management Identifying Risks in Your Organization	0.5	30 Min.
Responding Effectively to Risks	0.5	24 Min.
Assessing Your Organization's Risks	0.5	30 Min.
Sarbanes-Oxley Documenting Processes and Internal Controls	1	55 Min.
Executive Certification: Understanding Sections 302 and 906 of the Sarbanes-Oxley Act of 2002	1	58 Min.
Internal Control Over Financial Reporting: Understanding Section 404 of Sarbanes-Oxley	0.5	40 Min.
Introduction to the Sarbanes-Oxley Act of 2002	1.2	62 Min.
Using the COSO Internal Control Integrated Framework for Sarbanes-Oxley Compliance	1.2	65 Min.

CONTINUING PROFESSIONAL EDUCATION CREDITS

![KnowledgeLeader provided by protiviti — Powerful Tools for Business Risk & Internal Audit]

	Course Title	CPE	Length
	Validating Operational Effectiveness (Testing of Controls)	1	52 Min.
Strategic Thinking	Thinking Strategically as a Manager	0.5	30 Min.
	Using Strategic Thinking to Consider the Big Picture	0.5	30 Min.
Team and Culture	Effectively Directing and Delegating as a Manager	0.5	30 Min.
	Motivating Your Employees	0.5	24 Min.
	Building Innovation Cultures and Leaders	0.5	30 Min.
	Leading Your Team through Change	0.5	30 Min.
	Establishing Effective Virtual Teams	0.5	30 Min.
	Facing Virtual Team Challenges	0.5	24 Min.
	Establishing Team Goals and Responsibilities, and Using Feedback Effectively	0.5	30 Min.
	Polishing Your Feedback Skills	0.5	36 Min.
Time Management	Aligning Goals and Priorities to Manage Time	0.5	24 Min.
	Make the Time You Need: Get Organized	0.5	30 Min.

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Course Title and Description	Credits	Length
Approach and Methodology		
Planning an Effective Presentation	0.5	30 Min.
Concern about the impact of a presentation can inspire presenters to raise their game, enabling them to get the desired results. A presentation can be immeasurably improved if the presenter devotes sufficient time and attention to planning. In this course, you'll learn how to define and understand your audience's characteristics, knowledge, needs, and responses. You'll also learn how to organize your presentation's timing, purpose, key points, and approach. Finally, you'll learn about different presentation methods and when they're most effectively used.	More Information	
Agile Principles and Methodologies	1	54 Min.
Agile projects use of short work iterations and incremental development of products that focus on business priorities and customer value. In this course, you'll learn fundamental Agile concepts, including the eight Agile values and twelve Agile principles. This course also covers the five phases of the Agile project management model and introduces you to the most common Agile methodologies and frameworks. Finally, this course introduces key activities for managing an Agile project, including creating a product vision and project charter, and best contract and documentation types. This course is one of a series in the Skillsoft learning path that covers the objectives for the PMI Agile Certified Practitioner (PMI-ACP) ® exam. PMI-ACP is a registered mark of the Project Management Institute, Inc.	More Information	
Communication		
Capturing the Attention of Senior Executives	0.5	30 Min.
Does your job require you to communicate critical information to senior executives? Perhaps you have opportunities to influence executive decision making, but don't know how best to deliver your message. In order to make the most of your communication with senior executives, you need to be prepared. In this course, you'll learn how to shape your message, so it's communicated clearly. You'll also learn about the principles to follow when approaching communication with senior executives, as well as some important tips on how to build your credibility with those at the senior level. And finally, you'll explore how to approach and plan meetings with senior executives, and how to make your case, whether it's with an elevator pitch or a formal report.	More Information	

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Course Title and Description	Credits	Length
How to Manage Difficult Conversations	0.5	30 Min.
For managers, approaching a difficult conversation – whether it's with a direct report, colleague, or manager – can be immensely stressful. Handled the wrong way, this kind of conversation can also damage your work relationships and leave you feeling unsure of your abilities. With the right preparation and mindset, you can make sure this doesn't happen. In this course, you'll learn some basic guidelines about when and where to initiate a difficult conversation, and useful steps for managing the associated stress. You'll learn how to prepare for a difficult conversation using a four-step process, so that you're confident and able to manage the conversation constructively. Finally, you'll learn how to demonstrate that you have the right mindset during the conversation so that it has the best possible outcome.	More Information	
Cost Accounting		
Cost Accounting Module 1: Cost Terms, Concepts and Classifications	1	52 Min.
This basic-level online tutorial is designed to provide you with a working knowledge of the terms and concepts you will need for the more advanced topics covered in later modules.	More Information	
Cost Accounting Module 2: Job Order Costing	1	56 Min.
This basic-level online tutorial introduces the job order costing system and process and discusses how costs for inventory, materials, labor and overhead are captured and applied to jobs.	More Information	
Cost Accounting Module 3: Cost-Volume-Profit and Activity-Based Costing	1.5	75 Min.
This module covers cost accounting concepts related to cost-volume-profit analysis, which is simply a study of the relationships between costs and volume and their effect on profit. This module also covers the concept of activity-based costing which is a cost accounting system that identifies the activities performed in a process, costs of those activities, and uses cost drivers to attach the cost of activities to products.	More Information	
Cost Accounting Module 4: Standard Costing	1	55 Min.
This basic-level online tutorial covers standard costs and how they are used by management to control operations.	More Information	

Course Title and Description	Credits	Length
Cost Accounting Module 5: Flexible Budgets and Overhead Analysis	1.2	62 Min.
This basic-level online tutorial covers flexible budgets and overhead analysis and how they are used by management to control operations.	More Information	
Cost Accounting Module 6: Relevant Costs for Decision Making	1	54 Min.
This basic-level online tutorial covers the decision-making process that businesses go through and the costs associated with those decisions, including decisions related to replacing equipment and assets, whether to produce items internally or outsource the production, processing special or non-routine orders, and determining whether to sell an item or process it further.	More Information	
FCPA		
Combating Corruption: An Introduction to the U.S. Foreign Corrupt Practices Act (FCPA)	1	58 Min.
This basic course provides an understanding of the history of anti-bribery and anti-corruption laws and regulation. It then details the provisions, requirements and penalties of the U.S. Foreign Corrupt Practices Act including accounting and bookkeeping provisions. The student will learn about red flag situations, the difference between a gift and a bribe, and the civil and criminal penalties for violators. The course also outlines steps to compliance and leading practices for organizations that want to reduce their risk of noncompliance.	More Information	
Industry & Processes		
Physical Inventory-Introduction to Inventory Control Methods	1.5	85 Min.
This course will give you a fundamental understanding of the inventory control methodologies to use when working with or auditing clients in the manufacturing or retail industries.	More Information	
Physical Inventory-Performing the Physical Inventory	1	58 Min.
In this course we will cover performing the physical inventory and the risks associated with this phase of the process.	More Information	
Physical Inventory-Planning the Physical Inventory	1.2	65 Min.
In this course we will cover how to plan the physical inventory and the risks that are associated with this phase of the Physical Inventory Process.	More Information	

Course Title and Description	Credits	Length
Internal Audit		
IIA Standards and the Audit Committee	1	58 Min.
This course provides and overview of the International Standards for the Professional Practice of Internal Auditing and the Audit Committee's role.	More Information	
Implementing Continuous Auditing	1.5	84 Min.
Continuous auditing is a method used to perform control and risk assessments automatically on a more frequent basis. Learn a methodology for implementing continuous auditing along with critical success factors.	More Information	
Internal Audit Follow-Up	0.5	24 Min.
During this module, we will describe the follow-up process in internal auditing.	More Information	
International Professional Practices Framework (IPPF)	1.8	95 Min.
This basic level course is intended for professionals who work on internal audit engagements, this course provides a high-level overview of the authoritative guidance components of the International Professional Practices Framework promulgated by the Institute of Internal Auditors. The course dives deep into the International Standards for the Professional Practice of Internal Auditing, the primary requirements for how internal audit should be practiced anywhere internal auditing is practiced around the globe.	More Information	
Introduction to Fraud	1	55 Min.
In today's environment, professionals like yourselves working on the front lines of companies need to have a heightened skepticism and awareness regarding fraud. All organizations are susceptible to fraud. Would you know how to recognize red flags indicating a possible fraud?	More Information	
Introduction to Information Technology (IT) Audit	1	54 Min.
Information Technology (IT) in today's business environment has a direct impact on a company's risk, and this relationship to risk should be an important driver in the internal audit process. IT performs or provides the information needed for many key controls in the business process, but it also brings inherent vulnerabilities.	More Information	

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Course Title and Description	Credits	Length
Introduction to the Internal Audit Profession	1.5	78 Min.
This basic-level course explains the general purpose, role, and skills required of an internal auditor. The course explains the steps in an internal audit and the role of information technology in the audit process, as well as the roles of the Audit Committee and the benefits of internal audit functions to the Audit Committee.	More Information	
Overview of the COSO Internal Control-Integrated Framework	1.4	74 Min.
This is a basic-level course that explains the history of the COSO framework, the COSO objectives and components, and how the framework is applied at the entity, process and activity levels. This knowledge is important because COSO internal control framework was developed to help auditors evaluate control systems, a number of control frameworks have been developed by different organizations. The COSO model framework has been adopted and is the generally accepted framework for internal control. It is widely recognized as the definitive standard against which organizations measure the effectiveness of their systems of internal control.	More Information	
Process Mapping to Understand and Document Processes	1.2	66 Min.
This course will provide an overview of process mapping, including its business utility and guidelines for creating and understanding different types of process maps.	More Information	
Segregation of Duties Principles	0.5	26 Min.
Segregation of duties is a critical concept that is important for internal auditors to understand.	More Information	
Testing Control Design and Operating Effectiveness	1.4	73 Min.
This basic-level course defines internal controls, how to test control designs and their operating effectiveness, how to identify exceptions and evaluate and report the results.	More Information	
Using Sampling in Internal Auditing	1.6	98 Min.
This basic-level course introduces the learner to audit sampling and the role it plays in controls testing as well as for financial audit purposes. The course also discusses the various sampling techniques and their advantages and disadvantages.	More Information	

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Course Title and Description	Credits	Length
Problem Solving		
Getting to the Root of a Problem	0.5	24 Min.
Articulating a problem requires asking the right people the right questions. In this course, you'll learn about identifying stakeholders, gaining their input and trust, and using analysis techniques to get to the root cause of a problem.	More Information	
Defining Alternative Solutions to a Problem	0.5	24 Min.
Part of problem solving is creating alternative solutions. In this course, you'll learn how to define ideal states and generate and evaluate problem solutions. You'll also learn how to recognize and avoid common problem-solving pitfalls.	More Information	
Choosing and Using the Best Solution	0.5	24 Min.
The time has come to make a final decision. In this course, you'll learn how to make smart decisions based on key criteria and decision-making styles. You'll also learn how to plan, manage, evaluate, and celebrate solution implementation.	More Information	
Project Management		
Getting the Big Picture by Defining the Project's Scope and Team	0.5	30 Min.
At the start of any project – before you plan the budget or create the schedule – you need to develop a clear vision of what you want to achieve and how you'll get there. That involves clarifying what stakeholders expect to see in the end, all the tasks that will need to be carried out, the resources you will need, and who will be doing the work. In this course, you will learn how to nail down all those big-picture details so that your project gets off on the right foot.	More Information	
Managing a Project to Minimize Risk and Maximize Quality	0.5	30 Min.
When starting a project, there are many things to consider. One key area is risk. You need to prepare ahead of time for all the things that could go wrong…or go right! Another key area is quality. How are you going to ensure that your product or service meets stakeholders' expectations? And then there's figuring out whether to do all the work in-house or outsource it to a third party. And how do you choose the vendors who will partner with you to minimize risk and maximize quality? This course will help you sort out all these considerations by explaining common methods and best practices related to managing risk, quality, and procurement.	More Information	

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Course Title and Description	Credits	Length
Navigating through Changes and Conflicts in Projects	0.5	30 Min.
Of all the different types of skills and competencies a project manager uses, soft skills are the most important. The ability to communicate effectively with team members and negotiate between conflicting demands so stakeholders remain positive can mean the difference between success and failure. In this course, you'll learn how to handle it when someone requests a change to the project, how to create a plan for communicating with stakeholders, and approaches for dealing with conflicts that arise.	More Information	
Risk Management		
Identifying Risks in Your Organization	0.5	30 Min.
As a manager, it's important that you understand and prepare for risk. This course focuses on identifying risk factors, which is the first stage of risk management. It outlines key techniques you can use to identify risk including how to use root cause identification, the Delphi technique, and brainstorming sessions.	More Information	
Responding Effectively to Risks	0.5	24 Min.
Once you have identified and assessed risks, you then have to deal with them. This course covers general strategies for dealing with risk, such as risk exposure adjustment and contingency planning. It also outlines specific strategies for dealing with both threats and opportunities.	More Information	
Assessing Your Organization's Risks	0.5	30 Min.
Risk is a fact of life for businesses and as a manager, you must know how to manage it. But before you can do that, you need to assess the risk in order to create a strategy to avoid or mitigate it. In this course, you will learn common techniques to assess risk, including opportunity assessment, and threat assessment using FMEA-failure mode and effects analysis.	More Information	
Sarbanes-Oxley		
Documenting Processes and Internal Controls	1	55 Min.
This course will give you a fundamental understanding of documenting processes and internal controls, more specifically: Section 404 process documentation requirements; the purpose and benefits of process maps and process narratives; how processes maps are created, and how controls embedded within a process can be documented.	More Information	
Executive Certification: Understanding Sections 302 and 906 of the Sarbanes-Oxley Act of 2002	1	58 Min.

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Course Title and Description	Credits	Length
This is a basic-level course that provides an overview of Sections 302 and 906, describes disclosure controls procedures and explains the difference between disclosure controls and internal controls. This course will help you explain to clients the specific steps company officers should take immediately and over the long term, as well as what they must do before they certify.	More Information	
Internal Control Over Financial Reporting: Understanding Section 404 of Sarbanes-Oxley	0.5	40 Min.
This basic-level training provides an overview of Section 404 of the Sarbanes-Oxley Act of 2002. The course explains the requirements and effective dates, defines internal control over financial reporting, identifies which companies must comply and when they must comply.	More Information	
Introduction to the Sarbanes-Oxley Act of 2002	1.2	62 Min.
This basic-level course provides a summary of the Sarbanes-Oxley Act and provides an overview of key sections. The course explains the role of the Securities and Exchange Commission (SEC) and the Public Company Accounting Oversight Board (PCAOB) that was created by the Act to oversee auditors.	More Information	
Using the COSO Internal Control Integrated Framework for Sarbanes-Oxley Compliance	1.2	65 Min.
This basic-level course introduces COSO – the Committee of Sponsoring Organizations of the Treadway Commission – and introduces the COSO Internal Control Integrated Framework and its five components. The course explains how the focus differs between entity level and activity level and explains how the Framework is applied at the entity level in a Section 404 assessment.	More Information	
Validating Operational Effectiveness (Testing of Controls)	1	52 Min.
This basic-level course provides an overview of Sarbanes-Oxley Section 404 requirements for validating operational effectiveness. The course covers control levels, types and ownership, as well as the scope of testing and the need to establish key assumptions. You will learn about building a test plan by determining testing objectives and defining testing criteria, then formalizing the plan. The course also covers evaluating test results, formulating conclusions, addressing deficiencies, and finalizing the operational effectiveness assertion.	More Information	

Course Title and Description	Credits	Length
Strategic Thinking		
Thinking Strategically as a Manager	0.5	30 Min.
It's important that all professionals in an organization learn how to think strategically in order to help them in their management tasks. This course explores the characteristics of strategic thinking as well as the traits you need to be an effective strategic thinker. It also covers how to develop your capacity for thinking strategically though being creative, being prepared to deal with complexity, and being aware of what's going on inside and outside your organization.	More Information	
Using Strategic Thinking to Consider the Big Picture	0.5	30 Min.
Big-picture thinking stretches beyond the short term and considers how an organization can succeed in the longer term. This course describes how the ideas of systems thinking can help you elevate your perspective, become skillful at making sense out of opposites and contradictions, and better understand cause and effect while managing your department. It also explains actions you can take to encourage big-picture thinking and how understanding the organizational value chain can help you connect to the organization's strategy and strategic plans and implement them more effectively.	More Information	
Team and Culture		
Effectively Directing and Delegating as a Manager	0.5	30 Min.
Understanding the essential responsibilities, you have when directing and delegating to others, and the practices you should employ in order to meet those responsibilities, will lead to you fulfilling your duties and realizing the potential of your entire team. This course provides information on the key proficiencies of setting direction and establishing clear objectives and goals for your direct reports are explored. The importance of organizing, as well as communicating for clarity and direction, are discussed. This course also covers the best practices for planning delegation and the techniques you need to carry through with delegation. Finally, the course details the importance of monitoring delegated tasks to ensure employees are on the right track.	More Information	
Motivating Your Employees	0.5	24 Min.
Motivation is what drives people to accomplish things. Without motivation, things simply would not get done. As a leader, your capacity for motivating plays a key element in the success of your organization. This course provides you with an understanding of why motivating strategies are important as a leader. It also provides you with practical techniques for encouraging motivation among employees in your organization.	More Information	

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Course Title and Description	Credits	Length
Building Innovation Cultures and Leaders	0.5	30 Min.
Innovation is a critical component of just about every organization. Building and supporting an innovative culture is a responsibility for leaders and employees across organizational hierarchies. In this course, you'll learn about business innovation cultures and types of innovation leadership. You'll also learn about the importance of committing to aspects of innovation, including experimentation, risk management, and project execution. Finally, you'll learn how to attract and nurture innovation in your organization.	More Information	
Leading Your Team through Change	0.5	30 Min.
Change is not an event; it is a process. It's important to recognize that your role is to support individuals through the transition and remove obstacles that can hinder a smooth transition from one process to another. In this course, you'll learn about types of resistance and obstacles to change and how to overcome them. You'll also learn about how to overcome barriers to introducing change at your organization. Finally, you'll learn effective approaches for communicating change.	More Information	
Establishing Effective Virtual Teams	0.5	30 Min.
Building a solid team is enough of a challenge when everyone is in the same location. Virtual teams require even more commitment. In this course, you'll learn about remote management and tactics for communication, assessment, and meetings.	More Information	
Facing Virtual Team Challenges	0.5	24 Min.
Virtual teams can face the same difficulties as other teams, but also have unique challenges. In this course, you'll learn how to handle challenges facing your team, and how to evaluate your own style.	More Information	
Establishing Team Goals and Responsibilities, and Using Feedback Effectively	0.5	30 Min.
Everyone on a team has particular strengths. To get a team to perform at its best, these strengths have to be recognized, reflected in the roles and responsibilities assigned to team members, and directed toward achieving suitable goals. In this course, you'll learn how to build a team, including how to set effective team goals, identify roles and assess team members' competencies, and assign roles based on these competencies. You'll also learn how to give and receive feedback effectively, so that it strengthens your role and the performance of your team.	More Information	

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Course Title and Description	Credits	Length
Polishing Your Feedback Skills	0.5	36 Min.
Giving feedback is vital in the workplace. This course covers when and how to give feedback positively, how to handle bad reactions and your own nervousness, and how to give feedback to people at different organizational levels.	More Information	
Time Management		
Aligning Goals and Priorities to Manage Time	0.5	24 Min.
Meeting targets and achieving goals consistently regardless of the business situation isn't easy. A big part of doing this successfully is managing time effectively. In this course, you'll learn why it's important to align your goals with your company's goals, and you'll learn how to do it with a goal alignment worksheet. You'll also learn how to ask questions to clarify goals, and how to establish and prioritize priorities based on these goals.	More Information	
Make the Time You Need: Get Organized	0.5	30 Min.
You don't have to manage your time, but the stress and potential for mistakes grows when you don't. To manage time, you need to be organized. In this course, you'll learn strategies for improving your productivity depending on what type of time management personality you have. You'll also learn how to deal with time stealers, create manageable to-do lists, and maintain an organized time management approach.	More Information	

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About KnowledgeLeader

KnowledgeLeader, published by Protiviti Inc., has provided time-saving tools, valuable publications and timely training to subscribers for over 15 years. As a global consulting and internal audit firm, Protiviti produces tools, publications and training courses for our personnel and clients. Our subscribers have access to these premium Protiviti resources. Members also have full access to thousands of tools through our partner website, Audit Net.

About KLplus CPE Training

The KnowledgeLeader courses were originally developed to train Protiviti's consulting professionals and they are now available to give you a high-quality learning experience in a convenient format. The KLplus price has remained the same since its inception, providing great value and convenience!

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