

The image shows two red ring binders standing upright on a light-colored wooden floor. The binders have white labels at the top and circular cutouts for rings. A dark grey semi-transparent banner is overlaid on the left side of the image, containing the text 'Training Brochure' in white. The background is dark and out of focus.

Training Brochure

Training Brochure

Our Learning Courses

Provisio Learning is committed to continuous human capital development through learning and personal development of individuals. Our learning environment is created to challenge minds, improve knowledge and enhance skills.

Our training programme include courses in;

- ▶ Anti-Fraud
- ▶ Risk Management
- ▶ Financial Management
- ▶ Business Analysis & Soft Skills
- ▶ Internal Audit
- ▶ Microsoft Office for Productivity

Provisio Learning also provides customised courses to meet organisational needs.

Methodology

To leave a lasting impact on participants, we employ a variety of methods in delivering courses amongst which include:

- ▶ Knowledge sharing and experiences
- ▶ Case studies
- ▶ Scenarios
- ▶ Audio-visuals
- ▶ Group exercises

Deliverable(s)

For continuous quality management experience, a training report shall be prepared and submitted within two (2) to three (3) weeks of completing the session. This report is also open for further discussions, presentation and action steps (if any).

Location

Understanding the peculiarities of our clients and staff is paramount to us – as a result, we are flexible in arranging training venues. Ultimately, the best-fit conducive environment which allows for impact learning and least stress determine the venue for trainings. Trainings can be organised in-house (at client's premises), online (virtual) or at a designated venue wherever in the world.

Faculty

From professionals such as Chartered Accountants, Fraud Experts, Certified Internal Auditors or Microsoft Office Specialists, our array of resource providers are specialists who have relevant multinational experiences in different sectors. This is brought to fore in the delivery of the course modules.

FRAUD AWARENESS

- Fraud – Extent, Patterns and Causes
- Motivational Factors for Committing Fraud (Why People Commit Fraud)
- Red Flags to indicate fraudulent practices
- Fraud Triangle and Diamond
- Fraud Prevention Methods
- Fraud Identification and Detection Tools
- Fraud Response
- Setting the Right Environment to Deter Fraud
- Cost of Fraud

DUE DILIGENCE REVIEWS FOR ORGANISATIONS

- Definition of Due Diligence
- Due Diligence for Employees, Customers, Vendors, Suppliers and other third parties
- Understanding Conduct Risks
- Identifying Key Factors & Red Flags
- Conducting Basic to Advanced Due Diligence Reviews
- Benefits vs Cost of Due Diligence

ETHICS & WHISTLEBLOWING

- Understanding Ethics
- Setting the Ethical Tone
- Overview of Whistleblowing, Code of Conduct and Framework
- Whistleblowing Platforms
- Managing the Ethics & Whistleblowing Office
- Linking Performance Appraisal to Ethics and Whistleblowing

ANTI-MONEY LAUNDERING (AML) & CFT

- Concepts of Money Laundering
- Global Outlook to Money Laundering
- Nigeria's AML Requirements
- Combatting Finance Terrorism & Counter-finance Terrorism Requirements
- Roles and Responsibilities for AML Compliance
- Elements of an Effective AML Programme
- Transaction and Account Monitoring
- Reporting and Record Keeping
- Due Diligence and Sanction Screening
- Designing an internal AML review programme

CYBERSECURITY FOR NON-IT PROFESSIONALS

- Breaking Down Cybersecurity for Novices
- Understanding non-technical Aspects of Cybersecurity
- Data Protection and Cybersecurity
- Cybersecurity and Finance, HR, Procurement, Security, Marketing functions
- Organising staff to be prepared for 21st century cyber-attacks and cyber warfare
- Business Disaster Recovery

EMPLOYEE DUE DILIGENCE FOR HR PRACTITIONERS

- › Overview of Due Diligence
- › How Due Diligence Prevents Fraud
- › Key Factors in Employee Due Diligence
- › Key Policies and Procedures for Preventing Employee
- › Fraud Techniques in conducting basic and enhanced due diligence on employees
- › Fraud Response and HR's Role

CONDUCTING FRAUD INVESTIGATIONS

- › Case Management
- › Planning an Investigation
- › Evidence Gathering & Preservation
- › Stakeholder Relationship Management During an Investigation
- › Dealing with Uncooperating Parties During an Investigation
- › Privacy Laws/Regulations & Investigations
- › Conducting Interviews
- › Reporting an Investigation
- › When an Investigation becomes a court case
- › Remediation Plans after Investigation

FUNDAMENTALS OF RISK MANAGEMENT

- › Definitions of risk
- › Types of risks
- › Risk description
- › Inherent level of risk
- › Risk classification systems
- › Risk likelihood and magnitude
- › Risk and reward
- › Risk and uncertainty
- › Attitudes to risk
- › Importance of risk management
- › Risk management activities
- › Perspectives of risk management
- › Implementing risk management
- › Risk management activities
- › Perspectives of risk management
- › Implementing risk management
- › Risk management activities

ENTERPRISE RISK MANAGEMENT

- › Overview of Enterprise Risk Management
- › Benefits of ERM
- › ERM and business continuity
- › ERM Road Map - Identification, Assessment, Monitoring/Controls and Reporting
- › COSO ERM framework
- › Traditional Risk Management VS ERM
- › Credit Risk Management
- › Operational Risk Management
- › Market Risk Management
- › Risk Identification and Mitigation in Practice

COMPLIANCE RISK MANAGEMENT

- › Governance and tone at the top
- › Defining Corporate Culture
- › External Regulations and the Business Entity
- › Compliance Landscape and Significant Events
- › Conducting Compliance Risk Assessments
- › Monitoring Compliance
- › Liaising with Business Units on Compliance Issues
- › Managing the Effects of Non-Compliance
- › Reporting Compliance Requirements to Regulators
- › Requirements of Compliance Officers and Departments

ACCOUNTING FOR NON- ACCOUNTANTS

- › Understand Basic Accounting Principles
- › Understanding of the General Accounting Theories including the basic Accounting terms and process
- › Apply Financial Information in real-life decision making from a Financial and Managerial standpoint
- › Accounting and Relationship with Business Units
- › Understand the importance and objectives of accounting
- › Comprehend and analyze the 4 Financial Statements (Balance Sheet, Income Statement, Cash Flow Statement, and Statement of Changes in Equity) through special ratios and measurements
- › Make Business Decisions with Accounting Information

BUDGETING AND BUDGETARY CONTROL

- › Introduction to Budgets
- › Definition of Budgetary Concepts
- › Types of Budgets
- › Preparing and Approving the Budgets
- › Budgeting System and Control
- › Nature of Budgetary Control System
- › Controls required in Budgeting
- › Budgeting and Profitability Analysis
- › Budgetary Control Information

INVOICE MANAGEMENT

- › Understanding the history and concept behind invoicing
- › Invoicing and the accounting system
- › Taking advantage of invoice management in the ERP to maximize revenue and reduce costs
- › Aligning Business Functions of the entity to a control-based invoice management system
- › Fraud in invoice management

IFRS

- › Conceptual Framework
- › General concepts of the standards presented during the course and their impact on the preparation of financial information under IFRS
- › Book current transactions under IFRS
- › Apply requirements linked to the presentation of IFRS statutory and consolidated financial statements
- › Put into practice the basics of the standards
- › Assess the impact of a conversion of accounts under IFRS

INVENTORY ACCOUNTING

- › Define Inventory accounting
- › Determine liquidity and financial position
- › Calculate income
- › Determine the position of various assets and liabilities in the Balance Sheet, at the end of an accounting period

PAYROLL MANAGEMENT

- › Define Payroll Management
- › Processes employee compensation timely and accurately
- › Calculate gross pay for hourly employees based on the hours worked including overtime, if any
- › Automatically calculate required federal and state payroll taxes, such as income tax withholding and unemployment tax for both employee and employer

WORKING CAPITAL MANAGEMENT

- › Define working capital management
- › Working capital management and importance to any business
- › Maximize profitability without jeopardizing liquidity
- › Understand the difference between financial stability and profitability

- › Understand why it is necessary to manage efficiently the current assets and current liabilities

BUSINESS DATA ANALYSIS & MODELLING

- › Understand relational database construction and integration including the use of Pivot Tables and Descriptive Statistics
- › Explore forecasting, evaluation, and analysis modelling techniques to create bottom-line results of forecasts, simulations, and sensitivity analyses
- › Understand and utilize trend analyses (i.e., multiple regression, exponential smoothing, etc.) as well as advanced Excel functions
- › Leverage the new charts in Excel (including box and whisker and waterfall charts)
- › Make charts more effective by using Power View
- › Provide information to the management of an organization which is used for the purpose of planning, analysis and decision making
- › Determine the necessary information to provide to investors and promoters
- › Provide information about the economic resources of an organization, claims to those resources (liabilities & owner's equity) and how these resources and claims have undergone change over a period of time

FIXED ASSETS MANAGEMENT

- › Understand the Techniques of Assets Maintenance Management
- › Assets identification and valuation
- › Assets Valuation for various Asset Class
- › Conducting Fixed Assets' Count
- › Depreciation and Taxation of Fixed Assets
- › Maintaining the Assets Register for Effective Fixed Assets Maintenance

LEADERSHIP MANAGEMENT TRAINING

Effective and efficient leaders have emotional intelligence and technical skills; however, the success of a leader depends on his/her ability to achieve a goal through the actions of those involved. It takes the commitment of others in the organization to implement a leader's vision and goals.

This session educates the trainees on the dynamics of being a good leader, being a leader with vision and responsibilities of a true leader. It also helps to clearly differentiate between the role of a manager and the role of a leader. Trainees will also understand different perspectives, what defines a true leader, how to identify and manage conflicts within teams and organisational setups. The following will be covered in this session:

- › Approaching the leadership concept
- › Definition of leadership
- › Essential role of a leader
- › Levels of leadership
- › Types of leadership
- › General principles of a leader
- › Be an inspirational innovator
- › Creating successful teams
- › Being a role model
- › Giving constructive feedback
- › The art of influencing others
- › Creating strategies for business success

TIME MANAGEMENT

This session educates the trainees on how to set goals, plan and prioritize each day's activities in a more efficient and productive manner. It helps them to organize workspaces, schedules and workflow to make better use of time and to handle crises effectively and quickly.

The highlight of this session is to learn how to set goals which serves as a key tool to guide your progress in the days, weeks, months and years to come. The following will be covered in this session:

- › Getting started
- › Setting smart goals
- › Prioritizing your time
- › Planning wisely
- › Time management matrix
- › Overcoming time wasters
- › Tackling procrastination
- › Crisis management and business interruption
- › Organizing your workspace
- › 'Busy is the new stupid'
- › Delegating made easier
- › Setting a routine
- › Creating strategies for business success

EFFECTIVE BUSINESS WRITING & COMMUNICATION

- › Convey complex information clearly through your writing
- › Recognize the components of effective business writing
- › Write effective sentences and paragraphs that provide pertinent and organized information to readers
- › Plan and outline documents using appropriate tools and strategies
- › Write effective business correspondence
- › Professionally disagree and persuade through written text

THE CASE FOR CORPORATE GOVERNANCE

- › Define what Corporate governance in Business is about
- › Different concepts of corporate governance
- › Determine the company's performance and the performance of the board
- › Understand the relationship between the board and executive management
- › Enhance shareholders' value and protect the interests of other stakeholders by improving the corporate performance and accountability
- › See to the "ethical tone" of the company, and how the company conducts itself

NEGOTIATING FOR RESULTS

- › Concerns and Objections
- › The Process of Negotiation
- › Possible Outcomes from Negotiations
- › Working Towards Win-Win Solutions
- › Who Has Got the Power?

EMOTIONAL INTELLIGENCE

- › Introduction to Emotional Intelligence (EQ)
- › Understanding the Neuroscience of our emotions
- › Cardinals of emotional Intelligence
- › Understanding the competency framework
- › Tools and techniques to develop emotional intelligence
- › Mastering the SSSR model
- › Understand and apply the KCG model in increasing EQ

PREPARING BUSINESS PLANS & BUSINESS MODELS

- › Define a business plan
- › Understand the purpose of writing a business plan
- › Understand what a business plan contents looks like
- › Distinguish between a business plan and a business case
- › Converting the business plan to proposal

BUSINESS LIFE CYCLE MANAGEMENT

- › Define Business Life Cycle Management
- › Understand the Stages of Business life cycle
- › Understand the strategies of Business Life Cycle Management
- › Understand the Characteristics Objectives

INTRODUCTION TO DATA ANALYTICS

- › Data and Information
- › Merging Numbers with Everyday Events
- › Compiling Data Sets
- › Cleansing Data
- › Analysis and Presentation of Data using Microsoft Office
- › Migrating to Specialist Data Analytics Software

INTERNAL AUDIT REPORT WRITING

- › Write a report addressing target audience requirements
- › Bring into play structured writing techniques that maximise acceptance of the audit viewpoint
- › Preparing reports for large and complex projects
- › Apply thinking and writing strategies to maximise conciseness, precision, readability and clarity
- › Writing and Creating Accessible Reports (for Persons Living with Disabilities)
- › Internal Audit Reports with multiple writers
- › Quality Control in Report Writing and Preparation
- › Communicating Audit Reports
- › Converting Feedback into Process Improvements of the Report Writing
- › Measuring Key Performance Indices (KPIs) of the Internal Audit Reports Annually

CONDUCTING INTERNAL AUDIT INVESTIGATIONS

- › Preliminary Assessment Conduct
- › Planning an Investigation
- › Managing Stakeholder Relationship During Investigation
- › Root Cause Analysis
- › Remediation Protocols
- › Report Writing After Investigations
- › Presenting Reports to Board and Audit Committee

SPECIALIST INTERNAL AUDIT CONDUCTS

- › The Framework of Internal Audit Effectiveness
- › Procurement Audit
- › Performance Audit/Value for Money Audit
- › Human Resources Audit
- › Employee & Management Audit
- › Vendor Audit
- › Financial Controls
- › Warehouse/Stock Audit
- › Auditing an Internal Audit Function (Peer Review)
- › Working with Outsourcing Engagements
- › Periodic Audit Reviews

INTERNAL AUDIT FOR MANAGERS & AUDIT LEADERS

- › Audit Leadership, Governance and Support
- › Stakeholder Relationship
- › Reporting Structure
- › Team Setup and Resources
- › Engagement Management
- › Assurance & Consulting for Internal Audit
- › Performance Evaluation of the Audit Unit
- › Report Writing and Presentations
- › Managing External Auditors, Experts and Consultants

EVIDENCE & WORKING PAPER MANAGEMENT

- › Outline the general audit techniques for gathering evidence
- › Identify the procedures and sources of information auditors can use to obtain evidence for understanding an auditee's business and industry' assessing risk and responding to assessed risk
- › Explain audit evidence in terms of its appropriateness
- › Weighing evidence based on reliability and efficiency
- › Cross-examining evidence gathered
- › Linking evidence gathered to workpaper management
- › Quality Assessment Reviews

IT AUDITS

- › Understand Information Security Principles, technologies and risks
- › Using the CoBIT & ITIL framework
- › Cybersecurity and Business Processes
- › IT Compliance Standards, Governance and Frameworks

RISK BASED INTERNAL AUDIT

- › Defining Risk Based Internal Audit
- › Risk-based Audit Approaches
- › Key Drivers of Risk-Based Internal Audit
- › Risk Management & internal Audit
- › Strategic Process Analysis

ENTERPRISE RISK MANAGEMENT

- › Definitions of Enterprise Risk Management
- › ERM Road Map - Identification, Assessment, Monitoring/Controls and Reporting
- › ERM in Internal Audit Planning
- › ERM in Specific Industry Sectors
- › The Three Lines of Defence
- › ERM Value Proposition and Risk Governance structure - 3 Line of Defence structure
- › COSO ERM framework
- › Traditional Risk Management VS ERM
- › Updating the Risk Register

MICROSOFT WORD FOR PRODUCTIVITY

- › Basics of MS Word - working with a Word document
- › Smart Use of Ribbons and Tabs
- › Typing and Alignment for well-ordered documents
- › Formatting text and Paragraphs
- › Creating and Modifying tables for information summary
- › Using SmartArt
- › Sectioning and Table of Contents in preparing corporate reports
- › Referencing
- › Reviewing Documents
- › Advanced use of all Tabs of MS Office for productivity – Design, Mailings, Layout, Review, View and Add-Ins

The training conveys the use of MS Office as a productivity and business tool. Trainees will learn faster and smarter ways of working on documents; at the end, the output of their documents will not only have a professional look but work more efficiently it will help amongst others:

Proof-reading/Editorial Skills | Report Writing Skills | Content Review Skills | Design Skills | Publishing Skills

MICROSOFT EXCEL FOR PRODUCTIVITY

- › Basics of MS Excel - working with spreadsheets and workbooks
- › Ribbons, Tabs and Status Bar
- › Data Management – working with cells
- › Using Formulas to Achieve Results
- › Manipulation of Columns and Rows
- › Publishing books and reports with Excel
- › Using Charts and Graphs for Performance/Result Analysis
- › Beyond Basic Graphs – Creating Visually Inviting and Stimulating Diagrams
- › Pivot Tables
- › Protecting your Excel
- › Advanced use of all Tabs of MS Excel for productivity – Formulas, Mailings, Layout, Review, View and Add-Ins

This session educates the trainee the dynamics of producing, inputting and printing basic spreadsheets in Excel. Trainees will also learn how to create visually stimulating graphs used in international magazines and publications.

Analytical Skills | Database Management Skills | Data Presentation & Visualisation Skills | Decision Making | Data Validation Skills | Audit Skills

MICROSOFT POWERPOINT FOR PRODUCTIVITY

- › Basics of MS PowerPoint - working with slides for presentations
- › Inserting Various Items in a Slide
- › Designing Slide and Modifying Templates
- › Using Formulas and Equations
- › Media Tools and Animations
- › Publishing books and reports with Excel
- › Using Charts and Graphs
- › Using Shapes and Smart Art Graphics
- › Previewing Presentations
- › Securing your Presentations

Trainees will learn how to present information via speech or other forms of communication to an audience of various sizes. Here, they will learn how to prepare presentations for different categories of audiences, condense information into slides and learn how to be a 'director of shows'. The highlight of this session is to learn the art of presentation and stimulating audience's interest.

Presentation Skills | Design Skills | Communication Skills | Public Speaking Skills

MICROSOFT OUTLOOK FOR PRODUCTIVITY

- › Organize and compose emails
- › Work with contacts
- › Use calendar features to organise tasks and plan work schedule
- › Working and handling meetings
- › Complete Outlook tasks
- › Office management tips to monitor inbox size, set up auto-archive, search for and organize email in folders and groups
- › Best practices for sending, receiving and saving attachments
- › Set up email signatures and explore options such as read receipts and delayed send
- › Using Outlook in a multinational environment or working with large projects
- › Add and group contacts; create, assign and filter tasks
- › Design Quick Steps to save time on repetitive yet unavoidable office tasks
- › Emails and Organisational Politics

The trainings will also include a brief overview of the underlisted and how Microsoft Office programs connect to each other, however arrangements can be made to have a full-fledged training of the tools:

MS Access | Ms InfoPath | Ms One Note | Ms Publisher | Ms Visio | Skype for Business

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