

### ***Professional Development Workshop***

The ISACA China Hong Kong Chapter would like to invite you to this one-and-a-half day-Workshop:

## **Advanced Written Communication Workshop for Internal Auditors** **Information Design: Information Structure™ in Audit and Risk Assessment Reports**

**Conducted by The Communication Group Ltd.**

**The Workshop in June 2019 was full. This Workshop will be repeated on the following dates:**

<b>Dates</b>	<b>Time</b>	<b>Venue:</b>
<b>Friday 13 December, 2019</b>	9:00 am – 6:00 pm	Lecture Hall, 4/F Duke of Windsor Building
<b>Saturday 14 December, 2019</b>	9:00 am – 1:00 pm	15 Hennessy Road, Wanchai, Hong Kong

**CPE Hours - 13**

**Cost: ISACA Members HK\$3,200    Non-Members HK\$3,500**

*(The Cost includes refreshments and workshop materials)*

**Early Bird Registration:** You will get a **discount of 10% for registering on or before 6 December, 2019**

#### **Introduction:**

We often hear from partners or directors of companies that auditors spend too much time writing reports and that the Head of Audit and senior managers spend too much time editing and polishing their team's reports. Therefore, the overall aim of the Workshop is to provide auditors and managers with a theoretical framework and a set of practical guidelines to:

- cut down the amount of time auditors have to spend on reports
- reduce the amount of time planning, organising, drafting and discussing reports and
- reduce the amount of time in interviews and meetings

**Yet still produce reports that are well received by all levels of readers!!**

#### **Objectives:**

- Learn how to save time and money by structuring information in audit and risk assessment reports in a more "linguistically scientific" way
- Learn how to design and structure information so that your reports are clear and logical, and easy for the reader to understand after reading them for **the first time**
- Learn how to Plan, Organise, Draft, Revise, and Edit your own reports by following this Five Step Writing Process
- And as a result, develop a set of communication skills that will help you to write more effective reports that get results and action, and get the immediate approval of your boss

*(The guidelines provided in the Workshop can be applied to reports written either in English or Chinese or in any other language)*

**Workshop Methodology:** Input integrated with analysis of sample audit and risk assessment reports. The Advanced Written Communication Workshops for Internal Auditors are designed and developed jointly by Madeleine Behan (M.A.) and Anthony Behan (M.A.). They are Communication Consultants and Discourse Analysts specialising in Information Design: Information Structure™. Anthony and Madeleine Behan advise companies on the design and structure of their advanced spoken and written business communication, in particular, company financial and audit as well as risk assessment reports. Anthony Behan is the Founder and Managing Director of The Communication Group. He has an MA in Applied Linguistics specialising in Discourse Analysis and Corpus Linguistics.

After conducting Seminars/Workshops for the IIA, ISACA and HKICPA, John Swire and Sons (Hong Kong & Beijing), HSBC Group Audit (Asia Pacific Region), Hang Seng Bank, ICBC (Asia), MTR, PwC, Hospital Authority, DBS Bank (Hong Kong and Indonesia), Grant Thornton (Hong Kong and PRC), the Link Management Ltd., Sino Group and Wal-mart, China among others, they would like to share their views on Information Design and Information Structure in audit and risk assessment reports with the internal audit community. Their specialized areas include a research into the application of Discourse Analysis and Corpus Linguistics in both spoken and written business reports.

#### **Certification: Participants will be awarded a Certificate of Achievement on full completion of the Workshop**

*1. This leaflet is provided for informational purposes only. The views and opinions of the speaker do not necessarily represent or reflect the views or opinions of the ISACA China Hong Kong Chapter. In the event you have any questions concerning a particular topic, you may wish to contact the speaker directly. The outline is subject to change at any time prior to the seminar. 2. The Workshop is available to both members and non-members of the ISACA (although members will have priority). 3. No refund will be given to no-show or cancellation after 10 June, 2019.*

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**REPLY SLIP**

**Advanced Written Communication Workshop for Internal Auditors  
Information Design: Information Structure™ in Audit and Risk Assessment Reports  
Conducted by The Communication Group Ltd.**

**The Workshop in June 2019 was full. This Workshop will be repeated on the following dates:**

**Friday 13 December (9am–6pm) & Saturday 14 December, 2019 (9am–1pm)**

**Venue:** Lecture Hall, 4/F Duke of Windsor Building, 15 Hennessy Road, Wanchai, Hong Kong

	<b>Early bird registration on or before 6 December, 2019</b>	<b>Registration After 6 December, 2019</b>
Members:	HK\$2,880	HK\$3,200
Non-Members:	HK\$3,150	HK\$3,500

**The Workshop is available to both members and non-members although members will have priority. Please reserve your place via e-mail to [communication@tcgrouppltd.com](mailto:communication@tcgrouppltd.com)**

***Seats are limited so please reserve in advance to avoid disappointment!***

Company name			
Address			
Email / phone number			
Name of attendee	Job Title	Membership number (if applicable)	Price
	<b>Cheque no.</b>	<b>Total</b>	

Please send your cheque made payable to “**The Communication Group Ltd.**” together with your reply slip to the address as shown below the latest three days before the Workshop.

No refund will be given to no-show or cancellation after that date.

Please reserve your place via email [communication@tcgrouppltd.com](mailto:communication@tcgrouppltd.com)

The Communication Group Ltd.  
20/F Central Tower  
28, Queen’s Road, Central, Hong Kong

Thank you for your support and we look forward to seeing you there.

Yours sincerely,  
**ISACA China Hong Kong Chapter**