

# A MASTER CLASS AUDIT, LEADERSHIP & ADVANCED EXCEL WORKSHOP

---

NOVEMBER 22-23, 2018 | KIGALI SERENA HOTEL



## BACKGROUND

---

The institute exists to serve within the Public interest and thereby enhancing the confidence of its various stakeholders. As, has been continuously requested by our immediate stakeholders on the need to deliver more of the soft skills that appear missing in our various Organizations; it's high time such a call gets attended to. It is in this regard that the institute has organized a two-day's workshop to tackle some of the pertinent issues in audit; communication and advanced excel.

The Advanced Excel training is usually covered in 3 levels: Fundamentals, Advanced and Expert. However, Full delivery of all levels takes approximately 35 hours. In this session therefore the Fundamentals and Advanced training will be covered. Some of the key tools to improve effective and efficient use of Microsoft Excel will be demonstrated as follows:

**Using Timesaving Tools:** Timesaving is the focus of this module. Students will learn how to use AutoFill, Flash Fill, AutoSum, AutoComplete, and AutoCalculate. **Formatting the Workbook:** This module will

teach participants on how to use cell styles, format data as a table, and change the theme of a workbook. Also covered is inserting page breaks and adding a background image.

**Charting Data:** Various methods to chart data in Excel are covered in this module. Topics include how to create Sparklines and timelines, plus how to insert PivotTables and PivotCharts, and use Slicers.

**Managing Data:** It's not good to have vast amounts of data if you cannot handle it efficiently. We will look at how to consolidate data, remove duplicate values, configure data validation, transpose data, and convert text to columns.

**Advanced Formula Tasks:** Formulas are at the core of how Excel works. This module gives participants insight into using relative and absolute cell references, multiple cell references, 3D references, and array formulas. **Advanced Pivot Table Features:** Pivot tables are one of Excel's most powerful features. A pivot table allows you to extract the significance from a large, detailed data set. With this module, participants get a look at using many features of PivotTables. The discussion covers how to create a basic PivotTable and PivotChart, use the PivotTable

Fields pane, add calculated fields to a PivotTable, and sort and filter pivoted data.

The purpose of the workshop is to ensure that participants are facilitated to understand their organizations objectives by adopting a systematic and methodical approach to risk management processes, control and management of their various entities by making proposals that would strengthen their effectiveness. Similarly, the workshop is also intended to strengthen communication skills for various managers and professionals at all levels to enhance an effective working relationship whilst facilitating accountants, especially the ones using Microsoft excel while reporting, to learn on how to use this application more efficiently; thereby opening up more opportunities for improvement and career development at both individual and organizational level.

## WORKSHOP METHODOLOGY

---

This workshop will be in form of an interactive manner to allow and encourage peer discussions among

the participants whilst using PowerPoint presentations; back ground materials; case studies and experience sharing to enhance the learning experience.

## WHO SHOULD ATTEND?

---

This workshop is designed for finance specialists; Managers, Accountants, Internal and External auditors; Senior Officers and any other individual who wishes to refresh themselves or learn some of the new techniques in Excel; soft skills among others.

## CERTIFICATES & CPD HOURS

---

Certificates of attendance will be awarded to all participants who attend and participate in all sessions of the Workshop. For members, Fourteen (14) CPD – Continuous Professional Development hours will be awarded as per the IFAC requirement.

## BOOKING AND REGISTRATION FEE:

---

Please reserve your place at the earliest (limited seats) by Booking Online via [icparwanda.com](http://icparwanda.com) be-

fore or by 16th November 2018. Registration fees are Rwf. 166,000 for members and Rwf. 210,000 for Nonmembers. Fees are payable to Bank of Kigali A/C No: 00040-0335616-29 or Ecobank A/C No: 110-04413101-72.



# PROGRAMME OUTLINE

DAY ONE: November 22, 2018		
Time	Technical Sessions	Facilitator(s)
08:00 – 08:30	Arrival,Registration and Welcome remarks	ICPAR
08:30 – 10: 30	Effective management of digital risk	<b>Evariste Habimana</b>
10:30 – 11:00	Tea Break	All
11:00 – 12:30	<b>Microsoft Excel:</b> Charting Data and Managing Data	<b>Doutzen Groothof</b>
12:30 – 14:00	Lunch Break	All
14:00 – 16:00	<b>Communication Skills:</b> What is a brand? The Brand Promise, Communication and Brand Choices, Your Personal Brand, The 4 Brand Pillars, Boosting your personal Brand Equity & Your Personal Brand Promise	<b>John Nyakahuma</b>
16:00 – 16:30	Q&A	All
16:30 – 17:30	Coffee break and Net working	All
<b>End of Day One</b>		

## PROGRAMME OUTLINE

DAY TWO: November 23, 2018		
Time	Technical Sessions	Facilitator(s)
08:30 – 09:00	Registration and introductory remarks	iCPAR
09:00 – 10:30	Current trends of cyber security and evolving role of internal audit: Will every internal auditor be required to have IT skills??	<b>Telesphore Ahimana</b>
10:30 – 11:00	Tea Break	All
11:00 – 12:30	<b>Microsoft Excel:</b> Using Timesaving Tools and Formatting the Workbook	<b>Doutzen Groothof</b>
12:30 – 14:00	Lunch Break	All
14:00 – 16:00	<b>Microsoft Excel:</b> Advanced Formula Tasks and Advanced Pivot Table Features	<b>Doutzen Groothof</b>
16:00 – 16:30	Q&A – Participants feedback	All
16:30 – 18:00	Tea break and Net working	All
<b>End of Day Two</b>		

## SHORT BIOS OF THE FACILITATORS

---

### JOHN NYAKAHUMA

John is a Managing Director at Leadership Impact Solutions Ltd. & a Member of CRESTCOM Global Advisory Council. John is an accomplished coach and trainer in management, leadership and team building. Having spent many years working at very senior levels in International organizations like the Association of Chartered Certified Accountants and the British Council as well as reputable national organizations, he now uses the valuable experience to coach and train managers and leaders across Eastern Africa, working with CRESTCOM International. He is a certified CRESTCOM International Trainer and he has trained very senior people - even at Ministerial level across Eastern Africa. He has led his team to run numerous leadership, management and team building programs that have been rated consistently above average by clients in the public, private and NGO sectors. John holds a B.A in Eco-

nomics from Makerere University; AIS (a Master's Degree) in Information Sciences from the Insdoc, New Delhi; and also, a Masters in marketing from University of Leicester.

### DOUTZEN GROOTHOF

Doutzen is an international consultant and Coach with 15 years of experience in a variety of business contexts. She has been delivering consultancy, training and coaching projects for Mammoth Consulting Africa since 2016 and is the country manager for Mammoth Consulting Africa (MCA) Rwanda. As an experienced management consultant she's worked in a variety of business contexts and relates quickly to your daily reality.

MCA is a consultancy and capacity building company in Rwanda and Kenya. It delivers a boutique range of tailored training, coaching and consultancy services to equip relevant knowledge and skills for personal and organizational success.

What MCA aims to do with its programs is to get

teams to Understand, Own & Deliver the organization's objectives to excellent standards. Capacity Building is therefore one of the pillars of what she does.

### **TELESPHORE AHIMANA**

Telephore Ahimana is currently the Audit Manager at ON&Associate where his current responsibilities include IT audit and steering major IS/Business Continuity Planning (BCP) assignments on various clients' business contracts. Mr. Telephore has over 10 years of experience in IS, IT auditing, Quality assurance, BCP and information services. He is Director Membership- ISACA Kigali Chapter in formation. As IT Systems audit profession, he delivered numerous hands-on workshops in IS management and concepts, IT auditing, network infrastructure security and audit, wireless security, and vulnerability testing.

Mr. Telephore is a professional Accountant and a member of Institute of Certified Public Accountants of Rwanda (ICPAR). He graduated from National

University of Rwanda with a specialisation of Information System applied in Management. He attended University of London for his Master of Science in Professional Accounting. He holds CISA and CISM certificates from ISACA. The CISA certification is world-renowned as the standard of achievement for those who audit, control, monitor and assess an organization's information technology and business systems. As well, the CISM certification is the management-focused which is globally accepted standard for individuals who design, build and manage enterprise information security programs.

### **EVARISTE HABIMANA**

Evariste is an independent consultant from January 2018 till date. He has previously worked at the East African Community Office in Arusha as the Internal Auditor for over 10 years. Before joining the East African Community in May 2008, Mr. Evariste Habimana was employed at the Office of the Auditor General of State Finances of Rwanda, from March 2004, where he had reached the level of Principal Auditor/Audit Team Leader. From September 2001 to March

2004, Mr. Evariste Habimana was employed as Senior Accountant at SAKIRWA Petroleum, a Private Company which deals with importation and selling of petroleum products in Rwanda. Mr. Evariste Habimana is a Chartered Certified Public Accountant and Certified Internal Auditor (CIA), he is a member of the Association of Chartered Certified Accounts (ACCA); the Institute of Certified Public Accounts of Rwanda (ICPAR), and also a member of Institute of Internal Auditors (IIA). Evariste also holds a Master's Degree in International Cooperation and Humanitarian Aid from Proyecto, Spain; a Master's of Business Administration (MBA) from the Eastern and Southern Africa Management Institute (ESAMI) and a Bachelor's Degree in Accounting Sciences (BAS) – from the National University of Rwanda.

---

May you wish to get further details please contact us via [sunday.kalisa@icparwanda.com](mailto:sunday.kalisa@icparwanda.com) or Call on +250 788 302 441 / +250 783 516 411

---



