

Facilitation and Presentation Skills

For Self-Assessment, Risk Assessment and ERM Efforts

Course Overview

MAJOR TOPICS

- Presentation Skills
- Facilitation Skills
- Recording Workshop Data
- Explaining Internal Controls to Others
- Identifying All Five Types of Internal Controls
- Identifying Risks Efficiently and Effectively

See outline which follows for course flow

This course prepares you to facilitate a control or risk self-assessment, risk assessment, or enterprise risk management workshop. There is some lecture, but the majority of the class time provides participants with actual, hands-on experience making presentations, facilitating workshops, and recording data. The course also satisfies The IIA's facilitation training requirement for the Certificate in Control Self-Assessment (CCSA).

It is difficult enough to identify risks and controls through individual interviews, discussions, and research. However, it takes an entirely different, and higher, level of knowledge to stand in front of 15 people and help them identify their own risks and controls. You not only have to be rock-solid at identifying controls, you also have to be skilled in presenting material and in facilitating groups of experts.

Some things you can learn by reading about them. Other things, like swimming, and riding a bicycle, and presentation and facilitation skills you can only learn by doing!

For even more value, the participant practice presentations and facilitations can be videotaped for later viewing by participants.

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WHAT'S SPECIAL ABOUT LARRY HUBBARD'S COURSES?

- He's done what he teaches
- His experience, from leading hundreds of different subjects, lets him "fit things together" in very clear ways
- He is solid on theory, but also knows the practical aspects of risks and controls
- He will listen to what you say, then will tell you how to improve your procedures

COURSE FLOW

- Good presentation skills
- Control and risk concepts – presented by participants
- Facilitation skills overview
- Dealing with different personality types and group dynamics
- Recording workshop data
- Preparing for a workshop
- Workshop practice and feedback sessions

“Larry did an excellent job of customizing the class to meet our needs and industry.”

OBJECTIVES

- Prepare you to make an excellent presentation
- Prepare you to facilitate a workshop of experts
- Improve your control and risk identification skills
- Practice presentation and facilitation skills
- Practice recording workshop data

“Larry was very knowledgeable and maintained a high level of energy and value.”

Course Leader:

Larry Hubbard is a professional trainer and consultant with a broad background in accounting, auditing, and finance. Prior to founding Larry Hubbard & Associates, Larry’s work experience included Mobil Corporation and Ernst & Young.



Administration:

No advance preparation or prerequisites are necessary for this course. The program level is basic. The delivery method is Group-Live and 2 CPE hours in the Auditing and 13 hours in Personnel Development fields of study are available.

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