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Carry out an accounting and financial audit



AOC-19 2 Days (14 Hours)

Description

In an environment where risk control and the reliability of financial statements are at the forefront of the concerns of financial decision-makers, mastery of audit tools and techniques is essential to the various players in the accounting and financial world . Indeed, mastering the audit approach and tools allows you either to better understand an external audit or to carry out audit missions independently. At the end of this training, you will be able to implement the accounting and financial audit approach.

Who is this training for ?

For whom

Head of accounting and financial services, chief accountant, management controller wishing to learn accounting audit techniques.

Prerequisites

Knowledge of basic accounting mechanisms.

Training objectives

- Position the accounting audit framework
- Locate the accounting audit methodology
- Use audit techniques and tools
- Determine the characteristics of controlling the main accounting processes
- Formalize recommendations
- Express an opinion

Programme:

- Positionner l'audit comptable et financier
- Définir une stratégie d'audit à partir de l'approche par les risques Définir les objectifs de la mission. Prendre connaissance de l'environnement.
- Évaluer le dispositif de contrôle interne (CI) Décrire le dispositif de CI. Analyser les forces et faiblesses.
- Effectuer le contrôle des comptes

tel (+212) 5 22 27 99 01

whatsapp (+212) 6 60 10 42 56

email Contact@skills-group.com

email Corner of bd Abdelmoumen and rue Soumaya, Shehrazade 3 Residence, 7th floor N° 30, Casablanca 20340, Morocco

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- Formuler des conclusions pertinentes et constructives L'émission de l'opinion sur les comptes.
- Activités à distance

3 methods to improve organizations



AOC-20 2 Days (14 Hours)

Description

In order to improve organizations, organizers or consultants are asked to implement the most efficient working methods possible. This training allows participants to approach and experiment with three methods of recognized effectiveness: SWOT analysis, FMEA, process approach, VSM (Value Stream Mapping).

Who is this training for ?

For whom

Project manager. Manager or department head in charge of an improvement project. Organizer. Consultant.

Prerequisites

No special knowledge.

Training objectives

- Improve the organization's performance by implementing three methods: SWOT; FMEA; VSM (Value Stream Mapping)

Programme:

- Appliquer l'analyse SWOT
- Conduire une AMDEC processus
- Réaliser une VSM (Value Stream Mapping)

Create your consulting business



AOC-22 2 Days (14 Hours)

Description

Many people are tempted to create their own consulting structure or become an independent consultant. The following questions then arise: What type of status? What offer should I make? How to prospect? How to construct a proposal? What prices should you charge? This training is designed to provide answers to these questions.

Who is this training for ?

For whom

Any person in retraining wishing to move into the consulting profession. Future consultant.

Prerequisites

None.

Training objectives

- Develop a service offer as a consultant.
- Establish a suitable structure.
- Develop your network.
- Prospect.
- Understand customer needs.
- Write your intervention offer, including its prices.

Programme:

- Le métier du conseil
- Identifier la structure adaptée
- Définir ses offres d'intervention
- Prospecter
- Comprendre le besoin d'un client
- Rédiger une offre d'intervention

Improvement in internal audit



AOC-20 2 Days (14 Hours)

Description

To carry out the internal audit successfully, it is essential to have a rigorous method, but also relational skills to encourage the support of stakeholders and their contribution to the process.

This training is aimed at auditors who have already acquired basic knowledge in internal audit and who wish to strengthen their practices, integrate a quality assurance approach into existing audit processes, and develop attitudes that will strengthen their effectiveness. Participants will learn to apply advanced internal audit methods, improve their communication and relationship with stakeholders, and integrate quality assurance techniques into their audit processes.

Who is this training for ?

For whom

- Internal auditor and controller, risk manager.
- Any person who has completed practical internal audit training.

Prerequisites

None.

Training objectives

- Develop your position as a confirmed auditor and/or internal controller
- Implement a quality management program for the internal audit process

Programme:

- Élaborer le plan d'audit interne et la planification des missions
- Gérer une mission d'audit interne
- Piloter l'audit interne
- Développer ses compétences softskills
- S'entraîner et mettre en pratique

Identify and anticipate fraud



AOC-22 2 Days (14 Hours)

Description

Companies are exposed to fraud carried out at home. Fraud generates hidden costs and impacts business performance. Companies must put in place systems to detect, process and prevent this fraud. This concerns large companies such as SMEs and VSEs. This training will provide you with the elements to identify signs of fraud, to deal with them and to prevent these situations.

Who is this training for ?

For whom

Internal auditor. Risk Manager. Internal controller. Lawyer. Fraud manager. Security manager. Administrative and financial director. Administrative and financial manager.

Prerequisites

None.

Training objectives

- Detect fraud.
- Implement a fraud monitoring system.
- Install fraud prevention provisions.
- Install an anti-fraud culture.

Programme:

- 1 - Définir la fraude et comprendre les obligations légales
- 2 - Analyser les réalités des fraudes en entreprise
- 3 - Identifier et détecter des fraudes
- 4 - Mettre en place un système de traitement et de prévention des fraudes

Lean Management applied to services: the key principles



AOC-19 2 Days (14 Hours)



Description

Lean is a permanent quest for perfection through the elimination of waste and all sources of inefficiency throughout the value chain. Born in Japan, developed in industry and services, Lean Management consists of re-examining processes to eliminate anything that involves poor use of available resources and diverts them from their primary mission. This method also inspires public services seeking to optimize their budgetary expenditure in the service of users. This training has been specially designed to master the key points for deploying the Lean management approach in services.

Who is this training for ?

For whom

Project manager in charge of implementing Lean Management in services. Any manager affected by the process. Quality Manager. Sales or customer relations manager. Organizer. Consultant.

Prerequisites

None.

Training objectives

- Understand the concept of Lean Management in services
- Initiate the Lean Management approach applied to services
- Build a Lean project
- Choose projects to deploy them in the company
- Successfully involve employees in the Lean project

Programme:

- En amont du présentiel
- Transposer le concept de
- 7Décliner les principes et les outils d'une démarche Lean dans les services
- 55Mettre en œuvre les bonnes pratiques
- Impliquer les collaborateurs dans la démarche

Après le présentiel, mise en œuvre en situation de travail

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Risk Management: from identifying risks to their treatment



AOC-19 2 Days (14 Hours)

Description

Companies are not only intended to be as profitable as possible. They must in fact put in place internal control and risk management systems that guarantee performance and sustainability within an economic and social environment, as well as long-term viability. To do this, it is essential to constantly ask the question of the risks incurred and their impacts on the organization itself, its products, its customers and all stakeholders. It is then necessary to have people in charge of detecting risks in order to promote actions to manage them after having evaluated them. This risk management training will provide you with the tools for such an analysis of company processes and thus enable both managers and operational and support functions to make the best decisions and act in the best way to guarantee the 'company performance and sustainability to meet its objectives.

Who is this training for ?

For whom

Risk managers. Internal Auditor. Internal controller. Anyone responsible for auditing process risks.

Prerequisites

None.

Training objectives

- Audit and prevent risks to company processes
- Deploy a method to analyze processes, identify and evaluate risks
- Identify the issues of risk management
- Establish a risk management policy

Programme:

- Identifier les risques auxquels l'entreprise peut être confrontée Définition de termes : risque ; prévention ; détection ; exposition...
- Réaliser le diagnostic des risques sur les processus Analyser les processus étape par étape pour déceler les zones à risque. Déterminer les conséquences des risques.
- Risk management : déterminer des actions de progrès

- Établir une politique de gestion des risques sur les processus Construire un politique globale de gestion des risques.
- Assurer le suivi
- Activité à distance

Lean in services and six sigma: the keys to performance



AOC-19 4 Days (28 Hours)

Description

Lean Management is no longer the exclusive business of industry. This extends to other parts of the economic world including the tertiary sector. The public sector is also interested in it: hospitals, DRIRES with very convincing results. Lean associated with the 6 Sigma method allows service companies to implement a collective dynamic that aims for continuous improvement and increased performance. This Lean 6 Sigma training provides you with all the elements to implement this approach. It includes application exercises which will provide you with the essential points to transfer these methods to your context.

Who is this training for ?

For whom

Project manager in charge of implementing Lean Management in services. Any manager in charge of the process. Sales or customer relations manager. Quality Manager. Organizer. Consultant.

Prerequisites

None

Training objectives

- Appropriate the concepts of Lean Management
- Combining Lean Management and Six Sigma in services
- Collectively drive continuous improvement
- Build and manage a Lean 6 Sigma approach in the company

Programme:

- En amont du présentiel
- Bénéfices du Lean
- 7Transposer le 6 sigma dans les services Les principes du 6 sigma, liens avec le Lean
- La démarche à mettre en œuvre
- Les méthodes de management
- 5Déployer le Lean 6 Sigma
- Valoriser les résultats

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- Après le présentiel, mise en œuvre en situation de travail

Sapin II law: compulsory training



AOC-19 2 Days (14 Hours)

Description

This mandatory training applies to French companies with more than 500 employees or groups of more than 500 employees with consolidated turnover of more than 100 million euros. The adopted Sapin 2 Law was passed by parliament on 8/11/2016 and applies immediately.

Who is this training for ?

For whom

Financial Director, CFO. General Secretary. HR Director, Legal Director of family groups. ETI and MEI wishing to implement the Sapin 2 compliance system.

Prerequisites

None.

Training objectives

- Implement your system to prevent commercial corruption and influence peddling
- Structure a compliance deployment kit with the Sapin 2 law in a format enforceable vis-à-vis the corruption prevention and detection agency

Programme:

- En amont du présentiel
- Réaliser le 'quick diagnosis' de votre niveau d'exposition aux risques de corruption Évaluation du niveau d'exposition aux risques de corruption commerciale via un questionnaire fermé. Analyse des causes et des impacts.
- Produire votre 'risque mapping' corruption et la cotation brute du risque associée
- Proposer des activités de contrôle robustes
- Développer votre charte éthique et définir les modalités de déploiement associées Chapitres clés d'un code éthique.
- Déployer votre dispositif de formation à la compliance éthique Formation au code éthique - déploiement par les correspondants RH et RAF responsables administratifs et financiers.
- Après le présentiel mise en œuvre en situation de travail

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Organizers and consultants: the fundamentals of the profession



AOC-22 3 Days (21 Hours)

Description

This training is specially designed to acquire 'good practices' for the profession of organizer and consultant internal or external to the company. It focuses on the structuring of an organizational mission, the choice of tools and appropriate methods.

Who is this training for ?

For whom

Beginner or occasional organizer. Internal or external consultant starting out in charge of a mission. Manager wishing to move towards a role as an internal or external organizer or consultant. Project manager moving towards the function of organizer. Entry-level IT manager.

Prerequisites

None.

Training objectives

- Acquire an approach to analyze, define and carry out your mission.
- Acquire the practical methods and tools of the consultant and organizer.
- Acquire benchmarks for piloting organizational change.

Programme:

- Situer le cadre d'intervention d'une mission d'organisation Définir le concept d'organisation.
- Consultant, organisateur : initialiser la mission
- 6Analyser la situation existante
- 5Préconiser pour mettre en œuvre

Manage internal control



AOC-22 2 Days (14 Hours)

Description

Internal control occupies an increasingly important place within the company. Numerous financial scandals have in fact brought this managerial function, the theoretical foundations of which were laid down in the 1930s, back to the forefront. Often perceived by operational staff as a 'necessary evil', associated with a logic of compliance, internal control can on the contrary be a formidable PERFORMANCE FACTOR for the company if it is correctly understood, implemented and managed. If the theme of internal control is often driven in the company by general management/financial management, it is in reality EVERYONE'S business: each employee in fact constitutes an element of the internal control system, a key factor in mastery of activities, of which he must understand the overall purpose and techniques in order to implement it in an informed manner.

Who is this training for ?

For whom

Operational executive, risk manager, internal auditor called upon to intervene in the implementation of an internal control system. In French or Anglo-Saxon context.

Prerequisites

None.

Training objectives

- Understand, implement and manage an internal control system

Programme:

- En amont du présentiel
- Appréhender le dispositif de contrôle interne : acteurs, moyens, méthodes
- Mettre en œuvre un dispositif de contrôle interne
- Les stratégies de pilotage du contrôle interne

Carry out an organizational diagnosis



AOC-20 2 Days (14 Hours)

Description

Companies subject to competitive pressure or strong economic challenges set ambitious objectives. In order to find the most relevant solution to achieve them, the people in charge of making recommendations must carry out a rigorous diagnosis which will provide them with all the essential elements to make their proposals. This is the purpose of this diagnostic training.

Who is this training for ?

For whom

Junior and senior organizer and consultant. Any manager or department head. Any person responsible for an organizational mission.

Prerequisites

None.

Training objectives

- Prepare an organizational diagnosis.
- Conduct an organizational diagnosis.
- Propose actions for progress.

Programme:

- Le diagnostic organisationnel
- Identifier les besoins à l'origine du diagnostic
- Préparer son diagnostic
- Conduire le diagnostic
- Analyser pour formuler des recommandations pertinentes
- Présenter ses recommandations et convaincre

Risk management: self-assess your risks for greater performance



AOC-22 1 Days (7 Hours)

Description

Risk management is the business of all stakeholders in an organization. It makes it possible to create value, secure precision and processes, promote the coherence of actions, and mobilize employees. The risk management approach is becoming widespread across all organizations, as a result of changes in regulations (AMF for example) and quality standards (ISO). Whether the overall risk management process is under the responsibility of a risk manager or not, each operational and operational manager is an integral part of the overall risk management system by constituting the first line of risk control. As such, they must understand why and how to act. This is what this training offers by presenting the issues of risk management on the one hand and the techniques and tools of risk management, internal control and audit, on the other hand, in particular through evaluation exercises of these elements transposable into a self-assessment guide.

Who is this training for ?

For whom

Manager and functional or operational executive. Anyone needing to strengthen their approach to risk management as part of their responsibilities or to improve their cooperation with the risk manager.

Prerequisites

None.

Training objectives

- Evaluate the challenges of risk management.
- Understand the methodology of risk management.
- Implement self-assessment tools for controlling your risks by process and activities.

Programme:

- En amont du présentiel
- Définir les rôles et la démarche du risk management Un cadre général et un état d'esprit commun à toutes les organisations.
- Identifier et évaluer les risques L'approche par les processus, les activités et les référentiels, la cartographie des risques.

- Décliner les traitements et activités de contrôle proposés La fixation des objectifs.
- Développer le suivi et les reportings La mise en place de reporting.

Conduct an IT project audit



AOC-21 2 Days (14 Hours)

Description

Project auditing requires three skills: audit rules and ethics, expertise in IT technologies and mastery of project management processes. This seminar presents the fundamental principles of auditing IT projects, within the framework of current standards (CMMI and COBIT).

Who is this training for ?

For whom

Auditors who want to master the techniques and specificities of auditing IT projects or IT professionals who wish to progress towards auditor functions.

Prerequisites

Basic knowledge of Information Systems. Experience required in leading IT projects.

Training objectives

- Understand the fundamental principles of IT project audit
- Have a good knowledge of IT projects, IT technologies and project management processes
- Understand the framework of the CMMI and COBIT standards
- Know the rules and methods of 'an audit.

Programme:

- L'audit des projets externalisés
- L'évaluation des livrables et des produits
- L'analyse des risques d'un projet
- L'évaluation de la conduite du projet
- Mener une mission d'audit
- Audit de projets et conformité aux référentiels
- Introduction à l'audit des projets
- Les projets informatiques aujourd'hui

Network audit and analysis



AOC-19 2 Days (14 Hours)

Description

Traffic on data networks is made up of many applications whose volumes are generally inversely proportional to their importance to the business. This course aims to provide the technical and practical keys to network analysis.

Who is this training for ?

For whom

This course is aimed at network architects, project managers, information systems managers, network engineers.

Prerequisites

None.

Training objectives

- Understand the art of analyzing network flows Know the impacts of active and passive metrology
- Identify tools useful for traffic management Understand audit methods applied to security Identify useful tools for monitoring Qos

Programme:

- Les architectures de réseaux
- La métrologie
- La gestion du trafic
- La Sécurité
- La méthodologie
- La qualité de service
- Les outils d'audit et de Qos

Audit quality processes and risks



AOC-19 3 Days (21 Hours)

Description

This practical internship allows you to acquire a method for carrying out effective and efficient process audits at all levels of the company. The objective is to perfect your questioning practice, master your objectivity and develop a more global and educational approach to auditing.

Who is this training for ?

For whom

Quality manager, process manager, internal auditor, quality auditor.

Prerequisites

Auditing experience required.

Training objectives

- Understand the principles of quality management Prepare for the process audit in a comprehensive and educational manner Carry out an audit of your company's processes Identify and rate process risks

Programme:

- Finalité des huit principes de management de la qualité
- Finalité des huit principes de management de la qualité
- Intérêt et compréhension de l'approche processus
- Notion et classification de risques (démarche AMDEC Processus)
- Réussir ses interviews d'audit

ISO 9001 Lead Auditor “QUALITY MANAGEMENT”



AOC-22 5 Days (35 Hours)

Description

By following this intensive course, you will be able to develop expertise in Quality Management System (QMS) auditing in accordance with ISO 9001:2015, as well as in managing a team of auditors .

You will be able to apply recognized audit principles, procedures and techniques to carry out these tasks.

Who is this training for ?

For whom

- Quality Management Systems (QMS) certification auditors
- Project managers or consultants
- Responsible persons or members of a quality team in an organization.

Prerequisites

Good knowledge of the ISO 9001 standard and in-depth knowledge of audit principles.

Training objectives

- Obtain an in-depth understanding of the Quality Management System (QMS) in accordance with the ISO 9001 standard
- Analyze the links between the ISO 9001 standard, the ISO 9004 standard and other standards and regulatory frameworks
- Assume the role of the auditor to plan, direct and monitor a system management audit in accordance with ISO 19011
- Lead an audit and an audit team using advanced skills
- Correctly interpret the requirements of the standard ISO 9001 in the context of a QMS audit
- Acquire the skills necessary to plan, direct, write reports and follow up on a QMS audit, in accordance with the ISO 19011 standard

Programme:

- Introduction au concept du Système de Management de la Qualité ISO 9001

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- Planification et initialisation d'un audit
- Conduire un audit ISO 9001
- Clôturer et assurer le suivi de l'audit
- Examen de certification

Implement a security audit



AOC-19 2 Days (14 Hours)

Description

This course will teach you through practice how to conduct "health and safety at work" audits effectively. You will see the most useful techniques and gain confidence in practicing them. At the end of the internship, you will be able to prepare an audit program adapted to your company.

Who is this training for ?

For whom

Aspiring auditor, safety facilitator, activity manager, operational manager.

Prerequisites

Know the basics of the company's security management system.

Training objectives

- Understand the issues and principles of a company security audit Identify auditable security points and analyze incidents Prepare and conduct an audit adapted to your company Write and distribute a security audit report

Programme:

- Appréhender les exigences du référentiel
- Déontologie et principe de management des audits sécurité
- Points sécurité et réglementaires auditables
- Préparation de l'audit
- Réalisation des interviews aux postes
- Restitution des constats d'audit

CIA 2019, Part 1 - Internal Audit Essentials



AOC-20 3 Days (21 Hours)

Description

The CIA® professional designation is the only globally approved certificate. This first part of training covers **the 6 fundamental areas of internal audit**. It is one of 3 preparation courses for this certification and is an excellent way to familiarize yourself with the basic activities of internal auditing. Beyond candidates who wish to **improve and certify themselves as an auditor**, this CIA training is also recommended for students and other industry professionals interested in governance, risk management and internal control.

Who is this training for ?

For whom

Internal / external auditor
Management controller
Manager
Financial Director

Prerequisites

- Have registered an account and [created a profile on the IIA CCMS](#);
- Have completed a self-assessment using the CCMS;

Training objectives

- Analyze your level of competence as an auditor.
- Understand the 6 fundamental areas of internal auditing.
- Define your personalized review schedule.
- Revise your training in depth.
- Be well prepared for the pass the CIA exam (part 1).
- Continue your CIA training journey.

Programme:

- Domaine 1 : les principes fondamentaux de l'audit interne
- Domaine 2 : l'indépendance et l'objectivité de l'auditeur interne
- Domaine 3 : les compétences et la conscience professionnelle d'un auditeur interne

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- Domaine 4 : le programme d'assurance et d'amélioration qualité de l'audit interne
- Domaine 5 : le modèle de maîtrise de l'audit interne
- Domaine 6 : la fonction de l'auditeur interne dans la prévention de la fraude

INTERNAL AUDITOR ISO 22000



AOC-21 3 Days (21 Hours)

Description

Who is this training for ?

For whom

- Quality auditors
- Quality managers
- Quality correspondents

Prerequisites

This training does not require any prerequisites

Training objectives

- Master the internal audit methodology
- Practice internal audits as part of a Food Safety Management System, according to the ISO 22000 standard, or the BRC and IFS standards

Programme:

- Identifier les exigences majeures en matière d'audit
- Spécifier les points clés du processus d'audit
- Préparer l'audit
- Réaliser l'audit
- Conclure l'audit
- Évaluer la pertinence des actions correctives proposées par les audités

Internal laboratory audit ISO 17025



AOC-22 2 Days (14 Hours)

Description

Who is this training for ?

For whom

Laboratory quality managers

Quality auditors

Any person responsible for the accreditation of a laboratory according to ISO/IEC 17025

Prerequisites

Very good knowledge of the ISO/IEC 17025 standard

Training objectives

- Carry out internal audits in testing, analysis or calibration laboratories
- Formulate audit findings that are more usable by those audited

Programme:

- La préparation l'audit
- La réalisation de l'audit
- La conclusion de l'audit