

Customized Audit Skills Training Program Overview

—
Module Details and Suggested Progressive
Curriculum

About Our Approach

We understand that audit training needs vary significantly by professional level and expertise, which is why we developed the most flexible, customizable program in the industry.

Our unique approach allows you to use our suggested progressive, multi-day curriculum exactly as is—or bundle our core 2-hour modules into any combination and duration you need.

Available in many convenient delivery methods, including live, webinar, self-study, and licensing. Every module includes a combination of lecture and interaction—maximizing the experience for all types of learners.



Surgent's Program Provides Your Firm With:

- ✓ Relevant, practical, up-to-date content
- ✓ Engaging and interactive programs
- ✓ The most convenient training offerings at the best value

Program Overview

The **Surgent Customized Audit Skills Training Program** consists of more than 50 2-hour audit modules that can be combined in any way to meet your firm's specific needs.

All core modules are available in multiple delivery formats, enabling you to tailor your program based upon your time constraints and budget. Every module, in all delivery formats, includes a combination of lecture and interaction (e.g., case studies, exercises, discussion questions, etc.) to provide the most dynamic learning experience possible.

The program provides a suggested curriculum that includes seven levels, tailored for skill levels from new hires through managers. However, you are both empowered and encouraged to mix-and-match the content to address your specific knowledge voids, time constraints, and budget.

Optional self-study homework may be added to each core module, which provides one additional hour of credit. Self-study homework sections contain learning questions and exercises to reinforce concepts. A follow-up on-demand webinar is provided to debrief the homework and reinforce key learning points. A final exam contains 15 questions that test the participant's retention and provide a means of evaluating the quality of the training to meet your developmental needs.

Surgent's program also allows you to broaden your training beyond audit topics to satisfy your full developmental needs. Choose from a wide array of modules in tax, employee benefit plan auditing, governmental and nonprofit topics, and more. Additional 4- and 8-hour A&A courses are also available. Visit our website at www.cpenow.com for a complete listing of available topics and courses.



Design Your Perfect Curriculum

Mix and Match Modules Across Developmental Areas and Skill Levels

Create the ideal training curriculum for your professionals by selecting basic, intermediate, and advanced courses across any or all developmental areas. Or simply select one of our seven suggested progressive curriculum levels (starting on page 6).

Developmental Area	Available Skill Levels		
	Basic	Intermediate	Advanced
Code of Conduct	✓	✓	
Traits of a Star Performer	✓		✓
Fraud Risk Considerations	✓	✓	✓
Compilations and Reviews	✓	✓	
Audit Documentation and Review	✓	✓	✓
Risk-Based Audit Concepts	✓	✓	✓
Internal Controls & Related Communications	✓	✓	✓
Cash & Investments	✓	✓	✓
A/R & Revenue, Including Estimates	✓	✓	✓
PP&E and Other Long-Lived Assets	✓	✓	
Inventory, Including Observations	✓		
Liabilities, Contingencies, & Going Concern	✓	✓	
Analytical Procedures	✓	✓	✓
Sampling Fundamentals	✓		
Research		✓	
F/S Reporting & Audit Opinions	✓	✓	
Compliance and Regulatory Reporting		✓	
Client & Engagement Management		✓	✓
Business Development			✓
Performance Measurement			✓
Firm Leadership			✓
Accounting & Auditing Update		✓	

Mix & Match Among Four Delivery Methods

All Surgent Auditing Modules Are Available in All Four Formats:

- 1 On-Demand Webcasts**
Best option for small firms
Features:
 - Available 24/7
 - 2-hour webcast
 - Homework with debrief webcast
 - Final exam
 - Provides 3 CPE credits for each module
 - May be purchased as a preset package, a mix-and-match package, or individual modules
 - Includes video and presentation slides
- 2 Public Webinars**
Good option for any size firm
Features:
 - Preset dates and times throughout the year
 - Participants have opportunity to ask questions during event
 - Available in progressive levels using our suggested curriculum
 - Includes video and presentation slides
- 3 In-Firm Webinars**
Minimum of 15 participants
Features:
 - Date and time selected to fit your schedule
 - Participants have opportunity to ask questions during event
 - Allows you to mix and match modules or simply select one of our seven suggested progressive curriculums
 - Homework and final exam may be added for additional credit
- 4 Live In-Firm Training**
Provides the most interaction
Features:
 - Date and time selected to fit your schedule
 - Live instructor
 - Allows you to mix and match modules or simply select one of our seven suggested progressive curriculums
 - Homework and final exam may be added for additional credit

Note: Firms may license Surgent's materials and use their own instructor

Benefits of Surgent's Unique Mix-and-Match Approach:

- ✓ Provides you with complete control over the curriculum, duration, and format
- ✓ Ensures the most flexibility for all of your professionals
- ✓ Delivers the highest value at a competitive price

Surgent's Suggested Progressive Curriculum

Our unique approach allows you to use our suggested progressive, multi-day curriculum exactly as is—or bundle our 2-hour core modules into *any* combination and duration you need.

Optional self-study homework adds one additional CPE credit to each core module.

Developmental Area	Early Career	
	0-4 mos. Experience Course Code: 1AUD	4-12 mos. Experience Course Code: 2AUD
Code of Conduct	1 - Transitioning to the Professional World	
Traits of a Star Performer	4 - Desired Traits of Entry-Level Auditors	
Fraud Risk Considerations	7 - Professional Skepticism	
Compilations and Reviews	10 - The Nature of Compilations, Reviews, & Audits	11- Performing Effective & Efficient Compilations and Reviews
Audit Documentation and Review	12 - Audit Documentation Basics	
Risk-Based Audit Concepts	15 - The Basic Audit Concept	
Internal Controls & Related Communications	18 - Internal Control Fundamentals	
Cash & Investments	23 - Auditing Cash and Cash Equivalents	
A/R & Revenue		26 - Auditing Accounts Receivable
PP&E and Other Long-Lived Assets		29 - Auditing PP&E, Including Leases
Inventory, Including Observations		31 – Auditing Basic Inventory – Performing Observations
Liabilities, Contingencies, and Going Concern		32 - Auditing A/P, Accrued Expenses, and Debt
Analytical Procedures		34 - Analytical Procedure Fundamentals
Sampling		37 - Sampling Fundamentals
F/S Reporting & Audit Opinions		39 - Financial Statement Fundamentals
	Total: 2 days	Total: 2 days

Developmental Area	Experienced Professionals	
	1-2 Busy Seasons' Experience Course Code: 3AUD	2-3 Busy Seasons' Experience Course Code: 4AUD
Code of Conduct	2 - Independence - Nonattest and Attest Services	
Fraud Risk Considerations	8 - Assessing Fraud Risk in a Financial Statement Audit	9 - Fraud in Smaller and Mid-Size Environments
Audit Documentation and Review		13 - Responsibilities When Reviewing Work Papers
Risk-Based Audit Concepts	16 - Identifying and Evaluating Audit Risk	17 - Assessing Risk for a Higher Quality Audit
Internal Controls & Related Communications	19 - Internal Control Testing for Operating Effectiveness	20 - Internal Control Advanced Concepts
Cash & Investments	24 - Auditing Common Investments	
A/R & Revenue	27 - Auditing Revenue Recognition	
Estimates		28 - Auditing Estimates
Analytical Procedures	35 - Substantive Analytic Procedures	36 - Maximizing Analytic Procedure Audit Evidence
Research		6 - Performing Research - FASB Codification
F/S Reporting & Audit Opinions	40 - Financial Reporting Complex Issues	
Client & Engagement Management		41 - Client and Engagement Management
	Total: 2 days	Total: 2 days

Developmental Area	Supervisory Professionals	
	3-4 Busy Seasons' Experience Course Code: 5AUD	4-5 Busy Seasons' Experience Course Code: 6AUD
Traits of a Star Performer	5 - Desired Traits of In-Charges, Seniors, & Supervisors	
Audit Documentation and Review		14 - Reviewing Work Papers - Avoiding Deficient Audits
Internal Controls & Related Communications	21 - Communicating Internal Control Deficiencies	22 - Value Added Internal Control Communications
Cash & Investments	25 - Auditing Complex Investment Types	
PP&E and Other Long-Lived Assets	30 - Auditing Impairment of Long-Lived Assets	
Liabilities, Contingencies, and Going Concern	33 - Auditing Contingencies and Going Concern	
F/S Reporting & Audit Opinions	38 - Modified Audit Reports & Other Special Considerations	
Compliance and Regulatory Reporting	3 - Special Audit Engagements	
Client & Engagement Management	42 - Coaching Staff to Stay on the Right Track	43 - Adapting to Different Personality Styles
Accounting & Auditing Update		51 - Accounting & Auditing Update
	Total: 2 days	Total: 1 day

Developmental Area	Managerial Professionals
	5-6 Busy Seasons' Experience <i>Course Code: 7AUD</i>
Client & Engagement Management	44 - The Art of Discipline and Getting Things Done
Business Development	45 - Making Rain - Client Service and Selling to Prospects
Performance Measurement	46 – Critical Performance Measures
Firm Leadership	47 – The Balanced Leader-Manager
	<i>Total: 1 day</i>

Module Details

Module Names and Details (1-4)

Module 1: Transitioning to the Professional World (Course Code: A1M1)

- What it Means to be a Professional
- Courteous, Conscientious and Businesslike Behavior
- Case Study - Responding to Professional Challenges
- Character, Integrity and Serving the Public Interest
- Maintaining Independence and Objectivity
- Case Study - Integrity, Confidentiality and Other
- Optional Homework: Understanding the Code of Professional Conduct

Module 2: Independence - Nonattest and Attest Services (Course Code: A3M1)

- PEEC Independence Conceptual Framework
- Self-Review and Other Threats
- ET 1.295 Performing Both Attest and Nonattest
- Case Study - Mitigating Nonattest Service Threats
- Example Appropriate Safeguards
- Optional Homework: Evaluating Whether Independence Impairment Exists

Module 3: Special Audit Engagements Involving Compliance and Regulatory Reporting (Course Code: A5M7)

- Highlights of Sarbanes-Oxley Engagements
- Highlights of Yellow Book & Single Audits
- Reporting on Compliance
- Letters to Underwriters
- SAS Requirements for Filings with SEC
- Example Compliance Reports
- Optional Homework: Additional Auditor Requirements in Special Audit Engagements

Module 4: Desired Traits of Entry-Level Auditors (Course Code: A1M2)

- Characteristics of Star Performers
- Being Proactive and Leveraging Unassigned Time
- Embracing Constructive Feedback
- Setting Goals for Professional Improvement
- Case Study - Difficult Scenarios Typically Encountered & Other Lessons Learned
- Time and Task Management
- Optional Homework: Professional Goal Setting

Module Names and Details (5-8)

Module 5: Desired Traits of In-Charges, Seniors and Supervisors (Course Code: A5M1)

- Focus on Effective and Efficient Engagements
- Change Management
- Creative Problem Solving
- Retaining Clients Through Exceptional Client Service
- Counseling, Mentoring and Delegating to Others
- Case Study - Setting Expectations for Effective and Efficient Audits
- Case Study - Assessing Client Satisfaction
- Optional Homework: Assessing Your Coaching Style and Applying Creative Thinking

Module 6: Performing Research - FASB Codification (Course Code: A4M7)

- Formation and Access to the Codification
- Structure of the Codification
- Features of the Codification
- Basic vs. Professional View
- Case Studies - Using the Codification to Research
- Optional Homework: Researching Issues

Module 7: Professional Skepticism (Course Code: A1M3)

- The Importance of Professional Skepticism to Attest Services
- Fraud, Error and Illegal Acts
- Example Fraud Risk Indicators
- Case Study - Applying Professional Skepticism
- Case Study - Levels of Persuasiveness of Evidence
- Optional Homework: Auditor's Fraud Responsibilities

Module 8: Assessing Fraud Risk in a Financial Statement Audit (Course Code: A3M2)

- Expectation Gap Between Auditors and F/S Users
- Identifying Fraud Risk
- Engagement Team Discussion Points
- Testing for Management Override
- Case Study - Performing Journal Entry Testing
- Case Study - Responding to Identified Fraud Risk
- Fraud Communications
- Optional Homework: Identifying and Responding to Fraud Risk in a Nonprofit Environment

Module Names and Details (9-12)

Module 9: Fraud in Smaller and Mid-Size Environments (Course Code A4M1)

- Fraud Trends - ACFE Annual Fraud Report Results
- Cyber-security Fraud Risks
- Case Study - Small Entity and Nonprofit Examples
- Communications to Governance and Others
- Fraud vs. Abuse
- Case Study - Impact of Fraud on Auditor's Report
- Optional Homework: Identifying and Responding to Potential Fraud

Module 10: The Nature of Compilations, Reviews and Audits (Course Code: A1M4)

- Basis and Requirements of a Preparation of F/S Compared to a Compilation Engagement
- Special Purpose Framework and Other Special Issues
- Basis and Requirements of a Review
- Exercise - Designing Inquiries and Analytics
- Basis and Requirements of an Audit
- Exercise - Differences in Attest Responsibilities
- Optional Homework: Evaluating Analytic Results in a Review

Module 11: Performing Effective and Efficient Compilations and Reviews (Course Code: A2M1)

- Exercise – Avoiding Litigation in Nonattest Services
- Minimum Documentation Requirements
- Exercise - Compilation Procedures
- Illustrative Special Reporting Issues
- Modifying Scope of Services and Other Matters
- Avoiding Common Peer Review Deficiencies
- Optional Homework: Managing Risk in Accounting Services and Documenting Review Results

Module 12: Audit Documentation Basics (Course Code: A1M5)

- Minimum Requirements of the SASs
- Audit Programs as Documentation
- Format of Work Papers and Efficiency Tips
- Checklist for Self-Review
- Example Work Papers
- Case Study - Identify the Work Paper Deficiencies
- Clearing Review Notes
- Optional Homework: Identifying Work Paper Deficiencies

Module Names and Details (13-16)

Module 13: Responsibilities When Reviewing Work Papers (Course Code: A4M2)

- Documentation as Means of Quality Audits
- Critical Responsibilities of First-Level Reviewer
- Common Review Notes at Various Phases of the Audit
- Streamlining the Work Paper Review Process
- Case Study - Improving Effectiveness and Efficiency of Audit Documentation
- Case Study - Timing of Review Notes
- Optional Homework: Evaluating Sufficiency of Documentation and Sole Practitioner Tips

Module 14: Reviewing Work Papers - Avoiding Deficient Audits (Course Code: A6M1)

- Common Peer Review Deficiencies
- Upper Level Reviewer Responsibilities
- Exercise – Questions Partners Should Ask
- Quality Control Standards – Overview
- PCAOB Inspections
- Optional Homework: Avoiding Peer Review Deficiencies Through Work Paper Review

Module 15: The Basic Audit Concept (Course Code: A1M6)

- Overview of Professional Responsibilities
- Important Audit Concepts, Like Materiality
- Phases of an Audit and Audit Report Elements
- Exercise - Which Entity Has Higher Audit High?
- Overview of the Audit Risk Formula
- Exercise - Identifying Audit Risk
- Case Study: Documenting Identified Risks
- Optional Homework: Identifying Higher Audit Risk and Completing the Audit Risk Formula

Module 16 : Identifying and Evaluating Audit Risk (Course Code: A3M3)

- Importance of Risk Assessment to a Quality Audit
- The Audit Risk Formula - How Elements Relate
- The Importance of Properly Assessing Control Risk
- Steps of an Effective Risk Assessment Process
- Exercise - Designing an Audit Plan Based on Risk
- Case Study - Risk Assessment Documentation
- Optional Homework: Identifying Risk for Sample Entity

Module Names and Details (17-20)

Module 17: Assessing Risk for a High Quality Audit (Course Code: A4M3)

- Overview of the Audit Process, Emphasizing Risk Assessment Procedures
- Case Study - Linking Risk to the Detailed Audit Plan
- Determining the Nature, Timing and Extent of Procedures
- Engagement Planning Meeting Best Practices
- Case Study – Evaluating Evidence
- Common Efficiency Considerations By Audit Area
- Optional Homework: Assessing Risk for an Entity

Module 18: Internal Control Fundamentals (Course Code: A1M7)

- Understanding the Entity and Its Environment
- Exercise - Satisfying Control Objectives & Entity-Level Controls
- The COSO Integrated Framework - Overview
- Examples - Various Internal Control Documentation
- Key Points for Effective and Efficient Audit
- Optional Homework: Designing Controls To Mitigate Risk

Module 19: Internal Control Testing for Operating Effectiveness (Course Code: A3M4)

- COSO Integrated Framework - Interrelationship of Core Components
- Tests of Controls - SAS Requirements
- Service Organization Control Reports
- Case Study - Identifying and Testing Key Controls
- Linking Control Reliance to Detailed Audit Plan
- Case Study - Evaluating Results of Control Testing
- General Computer Controls
- Optional Homework: Evaluating Design and Operating Effectiveness of Payroll Controls

Module 20: Internal Control Advanced Concepts (Course Code: A4M4)

- Evolution of Internal Control Through the Decades
- 2013 Revamped COSO Framework – Highlights Case Study - Designing System for Smaller Entities
- Differentiating Sarbanes-Oxley Requirements
- Differentiating Yellow Book and Single Audit
- Optional Homework: Demonstrating COSO's 17 Principles

Module Names and Details (21-24)

Module 21: Communicating Internal Control Deficiencies (Course Code: A5M2)

- Identifying Internal Control Deficiencies
- What and How to Communicate
- Who to Communicate With and When
- Illustrative Internal Control Communications
- Better Writing Tips
- Case Study - Evaluating Severity of Deficiencies
- Case Study - Drafting a Deficiency Comment
- Optional Homework: Rewriting Comments

Module 22: Value-Added Internal Control Communications (Course Code: A6M2)

- The Importance of Being a Valued Business Advisor
- Case Study - Identifying Business Advisory Matters
- Developing Trust with the Client
- Exercise - Making Business Advise a Priority
- Focusing on Enterprise-Wide Risk
- Communicating Financial Analysis
- Cross-Selling Opportunities
- Optional Homework: Brainstorming Business Advisory Comments for Management Letter

Module 23: Auditing Cash and Cash Equivalents (Course Code: A1M8)

- Typical Audit Risks and Special Considerations
- Common Detailed Audit Plan
- Case Study - Performing Audit Procedures
- Case Study - Interviewing Client to Obtain Evidence
- Key Controls over Cash Receipts and Cash Disbursements
- Optional Homework: Auditing Cash for an Entity

Module 24: Auditing Common Investments (Course Code: A3M5)

- Typical Audit Risks and Special Considerations
- Investments in Other Entities
- Understanding and Auditing Common Derivatives
- Case Study - Fair Value Determination
- Case Study - "Plain Vanilla" Derivative Accounting
- Fair Value Presentation and Disclosure
- Case Study - Applying the Fair Value Hierarchy for Proper Disclosure
- Optional Homework: Calculating Gains and Losses and Determining Fair Value Hierarchy

Module Names and Details (25-28)

Module 25: Auditing Complex Investment Types (Course Code: A5M3)

- Types of Non-readily Marketable Securities
- Fair Value Modeling Techniques for Level 3 Investments
- Using the Work of a Specialist
- Using Service Organization Control Reports
- Evaluating the Fair Value Hierarchy
- Case Study - Put Option Accounting
- Case Study - Embedded Derivatives in a Bond
- Optional Homework: Foreign Currency Put Option Accounting

Module 26: Auditing Accounts Receivable (Course Code: A2M2)

- Typical Audit Risks and Special Considerations
- Case Study - Tailoring Detailed Audit Plan to Risk
- Converting Receivables to Cash
- Case Study - Evaluating Confirmation Responses
- Evaluating Valuation of Accounts Receivable
- Case Study - Auditing Allowance for Uncollectible
- Optional Homework: Designing Internal Controls

Module 27: Auditing Revenue Recognition (Course Code: A3M6)

- Typical Audit Risks and Special Considerations
- Case Study - Fraud Schemes and Audit Responses
- Case Study - Installment Sales Example
- Case Study - Analyze Scenarios for Proper Treatment
- Higher Risk Audit Responses
- Revised GAAP - New Revenue Recognition Model
- Optional Homework: Identifying Differences in the New Revenue Recognition Model

Module 28: Auditing Estimates (Course Code: A4M5)

- Overview of Estimation of Uncertainty
- Typical Areas of Estimation and Related Risks
- Linking Risk to Detailed Audit Plan
- Auditing Point Estimates and Ranges
- Case Study - Challenging Management's Assumptions
- Case Study - Evaluating Evidence and Results For Common Areas of Estimation
- Evaluating the Results of Management's Estimates
- Optional Homework: Preventing Fraud in Estimates

Module Names and Details (29-32)

Module 29: Auditing PP&E, Including Leases (Course Code: A2M3)

- Typical Audit Risks and Special Considerations
- Costing and Capitalization
- Key Controls & Other Issues
- Lease Accounting Requirements
- Case Study - Capital Lease Accounting
- Revised GAAP - New Lease Accounting
- Optional Homework: Journal Entries to Record Leases

Module 30: Auditing Impairment of Long-Lived Assets (Course Code: A5M4)

- Typical Assets Subject to Impairment
- Indicators of Impairment and Recoverability Testing
- Case Study - Calculating Impairment of Tangible Assets
- Goodwill Accounting and Audit Risks
- Case Study - Calculating Goodwill Impairment
- Optional Homework: Intangible Impairment, Allocating Impairment Loss, and Estimating Future Cash Flows

Module 31: Auditing Basic Inventory - Performing Observations (Course Code: A2M4)

- Typical Risks and Special Considerations
- Typical Inventory Observation Audit Procedures
- Case Study - Evaluating Scenarios from a Physical Inventory Observation
- Valuation and Pricing Methods
- Key Controls Related to Inventory
- Optional Homework: Perpetual vs. Periodic Inventory Systems, Lower Cost or Market, and Passage of Title

Module 32: Auditing A/P, Accrued Expenses and Debt (Course Code: A2M5)

- Typical Risks and Special Considerations
- Tailoring Audit Plan to Assessed Risk
- Case Study - Search for Unrecorded Liabilities
- Exercise - Evaluating Accrued Estimates
- Special Debt Audit Considerations
- Case Study - Debt Covenant Compliance
- Optional Homework: Debt Covenant Compliance and Evaluating Sufficiency of Waiver

Module Names and Details (33-36)

Module 33: Auditing Contingencies and Going Concern (Course Code: A5M5)

- Commitments and Contingencies
- Litigation, Claims and Assessments
- Case Study - Evaluating Attorney's Responses
- Auditor's Responsibility for Going Concern
- Case Study - Evaluating Management's Assumptions
- Optional Homework: Determining Proper Accounting Treatment for Contingencies

Module 34: Analytical Procedure Fundamentals (Course Code: A2M6)

- Preliminary Analytic Review SAS Requirements
- Exercise - Identifying Risk Through Analytics
- Final Analytic Review SAS Requirements
- Process for Substantive Analytic Procedures
- Exercise - Factors to Consider in Developing Expectations & Evaluating Results
- Exercise - Common Pitfalls
- Optional Homework: Identifying Risks Through Analytic Procedures

Module 35: Substantive Analytic Procedures (Course Code: A3M7)

- How Analytic Procedures Enhance a Quality Audit
- Elements of Strong Substantive Analytics
- Case Study - Selecting the Proper Analytic
- Case Study - Developing Expectations
- Case Study - Disaggregating Data and Altering Strength of Analytics
- Case Study – Corroborating Explanations
- Optional Homework: Evaluating Reasonableness of Results of Substantive Analytics

Module 36: Maximizing Analytic Procedure Audit Evidence (Course Code: A4M6)

- Performing Financial Statement Analysis
- Common Analytical Procedure Deficiencies
- Case Study - Improving Audit Quality and Developing Expectations
- Case Study - Identifying Potential Risk
- Case Study - Detecting Earnings Management
- Case Study - Analyzing Results for Business Advice
- Optional Homework: Establishing Expectations for an Entity

Module Names and Details (37-40)

Module 37: Sampling Fundamentals (Course Code: A2M7)

- Types of Sampling & Sampling Risk
- Attribute Sampling For Tests of Controls
- Exercise - Determining Sample Sizes in Statistical and Non-statistical Sampling
- Variable Sampling for Substantive Assurance
- Single Audit Attribute Testing
- Optional Homework: Documenting Sample Size Determination and Results of Procedure

Module 38: Modified Audit Reports and Other Special Considerations (Course Code: A5M6)

- Modified Audit Opinions
- Predecessor Auditor Considerations
- Initial Audit Considerations
- Case Study - Example Modified Audit Reports
- Using the Work of Specialists and Others
- Group Audit Considerations
- Optional Homework: Determining Type of Report to Issue Under Various Scenarios

Module 39: Financial Statement Fundamentals (Course Code: A2M8)

- Inter-relationship of Financial Statements
- Footnotes Basics
- Drafting and Issuance Process
- Case Study - Performing the Final Quality Check
- Special Purpose Framework Financial Statements
- Exercise - GAAP vs. Special Purpose Framework?
- Elements of an Auditor's Report
- Optional Homework: Performing Quality Control Check in Footnotes

Module 40: Financial Reporting Complex Issues (Course Code: A3M8)

- Statement of Cash Flows Fundamentals
- Examples - Complex Cash Flow Issues
- General Audit Procedures to Identify Disclosures
- Case Study - Drafting Footnotes for Specific Scenarios
- Emphasis-of-Matter and Other-Matter Paragraphs
- Exercise - Improving the Footnote Drafting Process
- Optional Homework: Determining Amounts in a Statement of Cash Flows

Module Names and Details (41-44)

Module 41: Client and Engagement Management (Course Code: A4M8)

- Guidelines for Better Budgeting
- Case Study - Preparing a Budget
- Guidelines for Better Scheduling
- Guidelines for Improving Client Assistance
- Case Study - Ensuring Client Ready for Audit
- Critical Supervision and Delegation Techniques
- Optional Homework: Assessing Ability to Delegate and Planning a Delegation Scenario

Module 42: Coaching Staff To Stay on the Right Track (Course Code: A5M8)

- Motivating Teams for Engagement Success
- Case Study - Identifying Different Ways to Motivate
- Appropriate Use of Different Coaching Styles
- Process for Engaging in Difficult Conversations
- Case Study - Reframing the Issue for Resolution
- Process for Giving Constructive Feedback
- Case Study - Handling Negative Reactions
- Case Study - Writing a Constructive Feedback Plan
- Optional Homework: Planning a Feedback Scenario and Suggesting Action for Improvement

Module 43: Adapting to Different Personality Styles (Course Code: A6M3)

- Defining Primary Personality Style Characteristics
- Exercise - Common Performance Feedback for Different Personality Styles
- Impact on Leadership Style
- Exercise - Coaching Tendencies
- Exercise - Impact on Time Management
- Exercise - Connecting With Others
- Optional Homework: Completing a Personality Style Assessment

Module 44: The Art of Discipline and Getting Things Done (Course Code: A7M1)

- Creating a Culture of Discipline
- Creating a Robust & Open Dialogue
- Project and Time Management Best Practices
- Case Study - Avoiding Common Time Wasters
- Tips for Getting - and Staying - Organized
- Managing Stress and Energy
- Managing Effective Meetings
- Exercise - Managing People in Meetings
- Optional Homework: Analyzing Your Day, Better Project Management and Managing Stress

Module Names and Details (45-48)

Module 45: Making Rain - Client Service and Selling to Prospects (Course Code: A7M2)

- Marketing to Existing Clients
- Case Study - How to Connect Better With Others
- Case Study - What Motivates Clients to Engage Us
- Building Value Perceptions With Existing Clients
- Generating New Business
- Differentiating Your Firm From the Competition
- Handling Objections and Closing the Sale
- Getting Started With Making Rain
- Optional Homework: What Differentiates Your Firm and Crafting Questions for Prospects

Module 46: Critical Performance Measures (Course Code: A7M3)

- Defining Various Types of Measures
- Case Study - Financial Performance vs. Internal Process vs. Continuous Improvement vs. Customer Satisfaction Measures
- Creating a Dashboard of Performance Metrics
- Tips for Sustainable Performance Measurement
- Optional Homework: Brainstorm Measures for Various Industries

Module 47: The Balanced Leader-Manager (Course Code: A7M4)

- Differentiating Managing and Leading
- Case Study - Manager vs. Leader Assessment
- Exercise - Working With Other Personality Styles
- Adapting Management and Leadership Styles
- Strengthening Competencies
- Successfully Engaging in Difficult Conversations
- Minimizing Performance Issues and Conflict
- Optional Homework: Manager vs. Leader Assessment

Module 48: Financial Reporting Framework for SMEs (Elective Course Code: ELC1)

- History of Formation
- Real-World Applicability
- Highlight of Framework Requirements
- Case Study - Identify the Differences With U.S. GAAP
- Optional Homework: Identifying Differences in Presentation and Disclosure for Entity

Module Names and Details (49-52)

Module 49: International Financial Reporting Standards (Elective Course Code: ELC2)

- History of Formation
- Real-World Applicability
- Highlight of Framework Requirements
- Case Study - Identify the Differences With U.S. GAAP
- Optional Homework: Identifying Differences for Specific Financial Statement Elements

Module 50: IFRS for Small- and Medium-Sized Entities (Elective Course Code: ELC3)

- History of Formation
- Real-World Applicability
- Highlight of Framework Requirements
- Case Study - Identify the Differences With U.S. GAAP
- Optional Homework: Identifying Differences in Sample Financial Statements

Module 51: Accounting and Auditing Update (Course Code: A6M4)

- Private Company Council Impact on U.S. GAAP
- Recent FASB Accounting Standards Updates
- FASB On the Horizon
- Recently Clarified Auditing Standards
- Recent SSARS Changes
- Optional Homework: Summarize Important Recent Developments and Changes

Module 52: Private Company Council Impact on U.S. GAAP (Elective Course Code: ELC4)

- History of Formation
- Relevant PCC influenced ASU's
- Comparison to FRF for SMEs
- Nonpublic GAAP worldwide
- Optional Homework: Simplified Hedge Accounting

Note: Additional elective topics are available. Visit www.cpenow.com for a complete catalog of all our offerings.

About the Provider

Audit Skills Training from the Trusted Leader in Professional Education for CPAs

About Surgent

Surgent is a leader in the field of continuing professional education (CPE) for CPAs. We partner with nearly all state societies of CPAs and many of the nation's top accounting firms. We offer more than 1,200 CPE webinars each year, as well as a full library of self-study courses, tailored in-firm seminars and training, and a new CPA Review program that provides each candidate with a customized study plan that saves time, while improving pass rates.

Surgent is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org.

About the Program's Author

Jennifer F. Louis, CPA has over 20 years of experience designing and presenting high-quality training programs in a wide variety of technical and "soft skills" topics needed for professional and organizational success.

Before joining Surgent, Ms. Louis spent ten years running her own successful training business and prior to that, played a pivotal role at AuditWatch. She was also the financial/operational audit manager at AARP and an audit manager at Deloitte, where she was a national speaker.



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