

EGAPP, Inc. is a leading provider of government accountability and performance-oriented educational programs. Public employees at all levels of government are accountable not only for making sound performance-based decisions, but they must also be able to demonstrate to stakeholders that they have done so. Comprehensive classes offered by EGAPP can teach you how to effectively accomplish both of these important activities.

EGAPP offers a variety of classes, with new classes being added to our rosters on a regular basis. If you don't find the course(s) you are searching for, please feel free to contact us. We often customize current offerings to more closely fit your needs or may be able to develop new courses if there is a common need across multiple governmental agencies. The following are very brief descriptions of our course offerings. For more detailed information on any course, please visit our website www.egapp.org or contact us at admin@egapp.org.

Audit Skills

Foundation and Advanced Classes

Foundation Classes:

Review of the 2003 Government Auditing Standards – Yellow Book

This course provides participants with an overview of the 2003 Government Auditing Standards to ensure changes and impacts on audit offices are understood and managed effectively. Topics will include the purpose of the standards, types of audits and engagements, the General Standards, where Attestation Standards are the most useful, and how to apply Performance Auditing Standards.

Effective Audit Project Planning

This course presents participants with an approach to audit planning that is designed to ensure that your future audit projects deliver maximum performance impact through use of measurement-based risk assessment in selecting objectives for an individual audit. Participants conduct a practice risk assessment in class and develop objectives, sub-objectives, and potential methodologies.

Audit Report Writing

This course provides an overview of the key principles of reader-oriented audit report writing. Participants will learn techniques for organizing elements of findings, and will review and practice specific approaches that contribute to readability. Covers paragraph and sentence-level readability, and includes exercises on writing effective topic sentences, identifying and revising sentence constructions that impede reader comprehension. Intended for staff-level auditors and anyone needing a refresher.

Back to the Basics (B2B) Auditing Series

This B2B series is designed as an introduction to or refresher of the audit process. Each course is offered both individually and as part of the series. The key to the series is a focus on the concept that every step or stage of an audit should be designed to address audit objectives, follow audit standards, and provide support for the audit report and subsequent outcomes.

- **Review of the 2003 Government Auditing Standards – Yellow Book** - The series begins with our review of yellow book standards. NOTE: In late Fall 2005 this B2B series introduction course will be replaced with **Auditing Standards**. The new course will still begin with the yellow book review and will expand to include red book and other sources of auditing standards.
- **Planning to Report** – This course takes the standard planning course (including defining audit objectives and assessing risk) and provides additional guidance in the areas of selecting appropriate audit methodologies, developing the audit program, and identifying audit criteria to be used.
- **Data Analysis and Statistical Sampling** – This course focuses not only on various testing and sampling techniques, but also on effective selection of tests based on data availability. Data analysis before and during the audit addresses not only what to get, how to get it, and what to do with it, but also how to interpret the results.
- **Fieldwork and Documentation** – This popular course targets not only the audit evidence being collected through the procedures laid out in our audit programs (Planning to Report class), but also how to efficiently document that evidence. Effectively assessing evidence (sufficient, competent, relevant) helps ensure consistency, clarity, and readability of working paper documentation.
- **Reporting Results** – This course takes the standard reporting course (Audit Report Writing) and backs up to the ultimate source of the information being reported – the working papers themselves. Participants will practice drawing effective conclusions, creating working paper section summary memos, and developing findings, culminating with drafting the audit report. Emphasis is placed on the importance of drawing appropriate working paper conclusions to support the reported results.
- **Communication in Auditing** – This course is designed to improve both written and spoken communications internally and externally from the planning stages through the reporting stage. Status meetings/reports, conflict resolution, team dynamics, and the correct way(s) to use e-mail in auditing are some of the topics covered in this course.

Advanced Classes:

Review for the Certified Government Auditing Professional

Become certified in government auditing! For many government auditors, completing our CGAP review course was the key to passing the CGAP exam on their first try. The exam covers IIA and government auditing standards, various control and risk models, and government auditing practices, methodologies, and systems. It tests your knowledge of what makes government auditing different: whether it fund is accounting, grants, legislative oversight, confidentiality rights or outcome measurements. The CGAP certification is a great way to jumpstart your career in government and performance auditing.

Current and Future Roles for Auditors in Government Performance Measurement

Current and Future Roles for Auditors in Government Performance Measurement examines roles that government auditors are playing or may soon play in their organizations' performance measurement activities. Consistent with the trend toward measurement-based performance auditing techniques, this involvement is particularly critical, as the credibility of management's performance reports and the reliability of underlying data become increasingly important. Best practices are reviewed based on a recent survey of state and local government auditors.

Measurement and Risk Based Performance Auditing

Measurement Based Performance Auditing provides auditors with the tools they need to audit program outputs and outcomes. Participants use "real life" case studies to map program inputs, processes, outputs, and outcomes and then use various tools to determine whether program performance needs improvement. Aspects of performance covered in the course include timeliness, quantity, quality, customer satisfaction, and impact. This course is based on the textbook Performance Auditing: A Measurement Approach.

Emerging Issues in Government Auditing

The instructor will review critical emerging issues in areas such as defining auditor roles, interpreting standards for non-audit services, assessing the impact of "ENRON" type events on the auditing profession, building bridges between investigators and auditors, sorting through the array of certifications, and working effectively with involved outside stakeholders.

Auditing Performance Systems, Measures, and Reports

This course focuses on the following key questions with respect to evaluating the adequacy of performance accountability/management systems and associated performance measures and reports.

What are the criteria and audit steps for:

- Evaluating a government performance accountability/management system?
- Assessing relevance and validity of performance measures?
- Auditing reliability/accuracy of reported performance data?
- Evaluating the quality/accuracy of agency performance reports?

Management Skills

Performance Management and Accountability Systems

Understand and develop the four sub-systems used to hold government organizations and employees accountable for meeting or exceeding expectations. Participants learn to define performance expectations (goals), identify means to determine appropriate resources to achieve the goals, design systems to measure achievements, and use performance reports to support decision making.

Performance Measurement for Officials

This class is customized to address the performance measurement perspectives and needs of appointed and elected officials. Answers the following questions:

- What is a Managing for Results/Performance Accountability System?
- How is the system used as a management tool to improve government services?
- How is the system used as an accountability tool to ensure expectations are accomplished?

The Symbiotic Relationship Between Government and the News Media

If you work as an auditor or a manager in a government organization, sooner or later you'll get a call from a news reporter. Government's handling of public money and programs provides a rich vein of material for the news media and good reporters quickly expand their list of contacts beyond the public information office. This course explores the dynamics of the relationship between your office, elected officials, and the news media, the symbiotic relationship that keeps power in check and the public informed. The course covers practical matters such as do's and don'ts for dealing with the media, but also explores ways auditors and managers can use their relationships with reporters and elected officials (policy-makers) to promote good, effectual government.

Effective Grants Management

This course prepares individuals for grants program administration and includes elements affecting sub-recipients and contractors as well as managing and monitoring grants with subrecipients. The Effective Grants Management course consists of three days covering grants program administration, managing and monitoring grants with subrecipients, and the use of a comprehensive grants monitoring process – including developing self-assessment techniques participants can use to determine and analyze risk.

Grants Acquisitions (coming in Fall 2005)

Human Resource Skills

Employment Law for Managers

This seminar is a comprehensive look at the major employment laws that impact your work as a manager. Become a more skilled manager with information that will help you better understand the sea of laws and regulations and avoid difficulties in everyday situations. ADA, ADEA, FMLA, PDA, and EEO are examples of areas covered in this course.

Handling Personnel Problems

In this course you'll learn how to: identify potential personnel problems before they get out of hand, prepare required documentation quickly and easily, communicate your expectations more effectively with staff, determine the best strategy for handling performance problems, and terminate an employee legally and smoothly.

Employee Performance Management

In this class you'll learn how to prevent personnel problems and make evaluations less time consuming and more effective. You'll learn how to identify performance issues before they become problems, deliver constructive feedback effectively, and build enthusiasm throughout the year. Why wait until a problem occurs in the workplace? Become a more effective and confident supervisor today with everyday, individual level performance management.

General Skills

Coming soon! Watch for more information in Fall 2005 and Spring 2006.

For more detailed information on any course, please visit our website www.egapp.org or contact us at:
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