



Office of Risk and Internal Controls Services

Control Awareness Bulletin

In our April 6, 2010 Control Awareness Bulletin, we indicated that the Office of Risk and Internal Controls Services (RICS) will soon communicate to our colleagues at Dartmouth, the commencement of training sessions on Controls and Audit related topics. We are pleased to announce that a training program titled **“The Value of Internal Controls and Your Role”** is now available for sign-up by interested employees and departments on the event calendar.

The overall objective of the training is to support ongoing efforts to further improve the control environment at Dartmouth. Some specific benefits of the program to participants and their departments include:

- Improving participants’ understanding of how risks associated with their functions and department processes can be mitigated.
- Highlighting control best practices that apply to most environments.
- Helping employees to further understand their role on the operation of controls established by management.
- Assisting department management to meet part of the training needs of their employees in a cost effective manner.
- Creating awareness about the relevance of internal controls.

The first phase of the program will run every two months, August, October and December 2010, and the duration of each session will be 1 hour 30 minutes (with 10 minute breaks). In addition to available training sessions on [abc.signup](#), ICS can also provide, on need basis, group sessions to departments at their locations. The on-site option is subject to scheduling availability of RICS facilitator.

During the sessions, we will discuss the conceptual overview of internal controls, types of controls, control responsibilities and benefits of internal controls to a process, department and to Dartmouth. We will also review case studies on Internal Controls by applying the subjects discussed during the presentation to solve real problems. The case studies will provide a practical view of the training topic and also assist participants to further understand and appreciate the application of internal controls to their job functions.

This training program is one of the measures being taken by RICS to provide consultative and collaborative value adding services to departments and functions within the College. It promises to be an interesting program and we look forward to your attendance and participation at any of the sessions.

Please let us know if you have any questions.

Thank you for your time and attention.

Kate Lark

Director, Office of Risk and Internal Controls Services