

# Effective Operations Control

## Contents:

### **Day one Operations Integrity**

- Defining Operation Controls
- Operational Processes: End to End Structure
- Jobs Designing & Functional Interfaces

### **Day two: Controls Principles & Set-up**

- Organization Leveling & Operational Profiles
- 'Delegation of Power' Concepts & Segregation of Duties
- Case Study I: Activity / Discussions

### **Day three: Information Protection & Security**

- Managing & Protecting Confidential Information
- Office (People) & Computer Systems Security

### **Day four: Controls Management Systems**

- Controls Catalogue Concepts
- Risk Assessment & Managing Transitions
- Business Continuity Plans

### **Day five: Operation Performance Controls**

- In-line Controls Theory
- Controls Reviews: Business Process Audits & Assessments
- Case Study II: Activity / Discussions
- Session Wrap-Up

## Language:

- The language of instruction will be in English /Arabic
- The materials for the trainees will be in English.