

# **TRAINING NOTICE**



**KENYA SCHOOL OF LAW**



**LAW SOCIETY OF KENYA**

## **TRAINING ON LEGAL AUDIT & COMPLIANCE**

*(Course mounted by the Kenya School of Law in Collaboration with the LSK Young Lawyers Committee)*

**DATE: 10–13 February, 2020**

**VENUE: Kenya School of Law, Karen**

**THEME: “The Lawyer, Legal Audit & the Legal Audit Process”**

**CPD POINTS: 3**

### **ABOUT THE COURSE**

The goal of *Legal Audit & Compliance Course* is to equip the young lawyer with the necessary knowledge and skills to undertake legal audit and compliance assignment for clients or their institutions, with the ultimate aim of helping client institutions to entrench the culture of strict adherence to constitutional, statutory, policy and administrative requirements, as well as best practices.

The participant will learn about the objectives of legal audits, the benefits thereof. The Course will have many sessions devoted to practical activities simulating the various stages of an actual legal audit exercise. This course will be delivered by persons who have in the past 8 years conducted over 35 legal audits consultancies, and who have extensive experience in conducting legal audit courses. In addition, there will be guest presenters by personnel from selected oversight institutions.

### **OBJECTIVES OF THE COURSE**

By the end of the course the participant will be equipped to:

- a) Advise their clients or respective organizations on constitutional & legal compliance requirements and prepare them for external compliance audits;
- b) Isolate legal risk parameters;
- c) Develop request for proposals, terms of reference for a legal audit;
- d) Develop a responsive proposal for legal audit consultancy;
- e) Prepare for inception meeting;
- f) Prepare work plans, audit schedules and data collection instruments;
- g) Develop and populate a legal audit matrix;
- h) Carry out data analysis;

- i) Write the legal audit report (including an inception report);
- j) Evaluate an external auditor's report.

**YOUR INVESTMENT: Ksh. 34,000** inclusive of VAT and registration fee. (Covers *tuition fees, course materials, stationery, lunch and refreshments*). **Those who wish to acquire the 3 CPD points will pay the LSK an additional sum of 1,000/=** through Ms. Aluso Ingati.

**Application:**

Application forms may be obtained from Kenya School of Law, Karen, CPD Department Gate A, Ground Flr, Mutula Hall, or downloaded from our website [http://www.ksl.ac.ke/wp-content/uploads/2018/04/CPD\\_REGISTRATION\\_FORM\\_.pdf](http://www.ksl.ac.ke/wp-content/uploads/2018/04/CPD_REGISTRATION_FORM_.pdf)

Money should be deposited in the **School's account (Account No. 202 2029 110 Barclays Bank of Kenya, Barclays Plaza Branch, Nairobi, Kenya)** and banking slips presented to the Finance office. Please note that we would wish to have your duly completed application form and proof of payment by **3<sup>rd</sup> February, 2020** to enable us to adequately prepare for the course. Late applicants should confirm availability of space before paying for the course.

For more information, please contact Isaac S Kuloba (Assistant Director, CPD), Anne or Jaqueline on: Tel: +254- +254(020) 2699581/6

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for DR. HENRY K. MUTAI  
**DIRECTOR / CHIEF EXECUTIVE OFFICER**

