

# TRAINING NOTICE



THE KENYA SCHOOL OF LAW



LAW SOCIETY OF KENYA

**COURSE: LEGAL AUDIT & COMPLIANCE (IN COLLABORATION  
WITH THE LSK YOUNG LAWYERS COMMITTEE)**  
(3 LSK CPD POINTS)

**DATE: 31<sup>st</sup> January – 3<sup>rd</sup> February, 2022**

**VENUE: KSL Karen Campus**

**THEME: “Applying Theory to the actual Legal Audit Process”**

## SAFETY AND HEALTH OF THE PARTICIPANT

*Cognizant of the risk posed by the Covid-19 pandemic, the School has, as regards the training venue, taken all measures to comply with the Government directives on the handling of the pandemic, including keeping of social distance, wearing masks, sanitizing and washing hands, temperature checks, amongst others. We assure our participants of their safety and health during the training.*

## ABOUT THE COURSE

*Legal Audit & Compliance* course has been conceptualized, developed and delivered by the Kenya School of Law since 2010. The goal of the course is to transform the management & operations of institutions through strict adherence to constitutional, statutory, policy and administrative and regulatory requirements, as well as best practices.

The participant will learn about the objectives of legal audits, the benefits thereof, how to determine legal risks, how to undertake a legal audit exercise, etc. 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 9 years conducted many legal audit consultancies and who have extensive experience in conducting legal audit and compliance courses. In addition, there will be guest presenters by personnel from selected oversight institutions.

## TRAINING FOCUS

The course is recommended for middle to senior level public officers and private sector professionals involved in oversight, internal audit, risk management, risk supervision, legal compliance & policy-making.

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

- a) Advise their respective organizations on constitutional & legal compliance requirements and prepare them for external compliance audits.
- b) Isolate legal risk parameters.
- c) Develop terms of reference for a legal audit.
- d) Prepare for an opening meeting and do an inception report.
- e) Prepare work plans, audit schedules and data collection instruments.
- f) Prepare and populate a legal audit matrix.
- g) Write a legal audit report.
- h) Evaluate an external auditor's report.

**YOUR INVESTMENT: Ksh. 34,000.00 inclusive** of VAT and registration fee. (Covers *tuition fees, course materials, stationery, lunch and refreshments*)

### **Application Process**

Application forms may be obtained from Kenya School of Law, Karen, CPD Department, Gate A, Ground Floor, *Mutula Hall*, or downloaded from at [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)

The fee should be deposited in the **School's account: (Account No. 202 2029 110 Absa Bank Kenya PLC, 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 **24<sup>th</sup> January 2022**, 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 Kuloba (Asst. Director, CPD), Maureen Naserian (Course Coordinator), Jaqueline or Christine (Secretariat) on: Tel: +254- +254(020) 2699581/6

**Email:** [cpd@ksl.ac.ke](mailto:cpd@ksl.ac.ke), [ikuloba@ksl.ac.ke](mailto:ikuloba@ksl.ac.ke), [msitelu@ksl.ac.ke](mailto:msitelu@ksl.ac.ke), [jacqueline@ksl.ac.ke](mailto:jacqueline@ksl.ac.ke) or [cmwanza@ksl.ac.ke](mailto:cmwanza@ksl.ac.ke)

**Website:** [www.ksl.ac.ke](http://www.ksl.ac.ke)



ISAAC KULOBA

**For DIRECTOR / CHIEF EXECUTIVE OFFICER**



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