

CLA Vermont Training-May 2019

Thursday, 05/30/2019

Pavilion Auditorium, 109 State Street, Montpelier VT

Start & End Time	Topic	Instructor Name	Field of Study (For Licensure & CPE Team Use ONLY)
8:30 – 10:10 a.m.	<p>Sub Recipient Monitoring</p> <p>This course will discuss the grantor’s responsibility, risk assessment factors and techniques for monitoring. <i>Required Element of Engagement: Q&A within each 50 minute segment of this session</i></p>	Aires Coleman	2 credits Auditing (Governmental)
10:10 – 10:20 a.m.	Break (10 Minutes)		
10:20 – 12:00 p.m.	<p>Internal Controls</p> <p>This course covers various financial management functions and controls required of government financial managers, including internal controls, auditing, performance measurement, financial analysis techniques and specific financial management practices used in government. The session will discuss the self-assessment of internal controls performed by the State’s Department of Finance and Management. <i>Required Element of Engagement: Q&A within each 50 minute segment of this session</i></p>	Sean Walker & Jeff Montgomery	2 credits Auditing (Governmental)
12:00 – 1:00 p.m.	Lunch (Participants on their own – 60 Minutes)		
1:00 – 1:50 p.m.	<p>Principles of Communication Best Practices: Handling Difficult Conversations and Conflict in the Workplace</p> <p>Most of us have either avoided or had bad experiences with a difficult conversation or a conflict at work. Problems with bosses, team leaders, employees, and co-workers can be common. Digital communication technologies can provoke and exacerbate conflict. In this workshop, participants will learn the basics of effective workplace communication and key tips for communicating successfully with colleagues, managers, and employees when interactions get difficult. Case studies and opportunities for practice will be provided. <i>Required Element of Engagement: Q&A</i></p>	Cheryl Casey	1 credit Communications and Marketing
1:50 – 2:40 p.m.	<p>Effective Report Writing</p> <p>We often struggle to communicate our thoughts, findings, and conclusions in writing. While we think there are tricks and special techniques to best do this, it’s usually a matter of getting back to basics and keeping things simple. During this session, we will focus on writing skills and understand the importance of knowing your reader/audience, and utilizing a simple and “less and more” approach to writing. We will also discuss uses of language and thought process in writing style, and the importance of timing. <i>Required Elements of Engagement: Q&A</i></p>	James Kreiser	1 credit Communications and Marketing
2:40 – 2:50 p.m.	Break (10 Minutes)		
2:50 – 4:30 p.m.	<p>Contract Auditing and Management</p> <p>Managing vendor contracts and ensuring your organization is assessing new risk related to those contractual requirements can require significant resources. Learn how to identify, manage, and monitor risks such as from breach of contract, error, and breach of confidentiality, vendor access, and data loss. <i>Required Element of Engagement: Q&A within each 50 minute segment of this session</i></p>	Phillip DelBello & Scott Carbee	2 credits Auditing (Governmental)

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PROGRAM INFORMATION	
Program Title:	CLA Vermont Training-May 2019
Date(s) of Program:	Thursday, 05/30/2019
Location of Program:	Pavilion Auditorium, 109 State Street, Montpelier VT
Start and end Time:	8:30 a.m. - 4:30 p.m.
Learning Objectives:	<ul style="list-style-type: none"> • Define the grantor’s responsibility for sub recipient monitoring. • Identify the controls required of government financial managers. • Identify key aspects for communicating effectively when difficult situations arise • Identify the importance of knowing your audience and the approach to take when writing reports. • Identify what risks are present when managing vendor contracts.
<p>Program Content: Provide a brief description of the main topics of the program content</p>	<p>Sub Recipient Monitoring – This course will discuss the grantor’s responsibility, risk assessment factors and techniques for monitoring.</p> <p>Internal Controls – This course covers various financial management functions and controls required of government financial managers, including internal controls, auditing, performance measurement, financial analysis techniques and specific financial management practices used in government. The session will discuss the self-assessment of internal controls performed by the State’s Department of Finance and Management.</p> <p>Principles of Communication Best Practices: Handling Difficult Conversations and Conflict in the Workplace – Most of us have either avoided or had bad experiences with a difficult conversation or a conflict at work. Problems with bosses, team leaders, employees, and co-workers can be common. Digital communication technologies can provoke and exacerbate conflict. In this workshop, participants will learn the basics of effective workplace communication and key tips for communicating successfully with colleagues, managers, and employees when interactions get difficult. Case studies and opportunities for practice will be provided.</p> <p>Effective Report Writing – We often struggle to communicate our thoughts, findings, and conclusions in writing. While we think there are tricks and special techniques to best do this, it’s usually a matter of getting back to basics and keeping things simple. During this session, we will focus on writing skills and understand the importance of knowing your reader/audience, and utilizing a simple and “less and more” approach to writing. We will also discuss uses of language and thought process in writing style, and the importance of timing.</p> <p>Contract Auditing and Management - Managing vendor contracts and ensuring your organization is assessing new risk related to those contractual requirements can require significant resources. Learn how to identify, manage, and monitor risks such as from breach of contract, error, and breach of confidentiality, vendor access, and data loss</p>
Instructor(s):	Sean Walker, Aires Coleman, Jim Kreiser, Jeffery Montgomery, Cheryl Casey, Phillip DelBello, Scott Carbee
Who should attend this program:	Individuals who are interested in sub recipient monitoring, internal controls, enhancing their communication style and individuals involved with managing vendor contracts.
Level:	Overview
Prerequisite:	None
Delivery Method:	Group Live
Advance Preparation:	None
Recommended CPE:	8 credits (6 credits Auditing (Governmental), 2 credits Communications and Marketing)
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