

SEMINAR NOTICE



THE KENYA SCHOOL OF LAW

COURSE: INTRODUCTION TO LEGAL AUDIT & COMPLIANCE

(3 LSK CPD POINTS)

DATE: 10th – 14th March, 2025

VENUE: KSL-Karen, NAIROBI

ABOUT THE COURSE

The goal of *Legal Audit & Compliance* is to transform the management & operations of organizations by entrenching strict adherence to constitutional, statutory, regulatory, policy and administrative requirements, as well as best practices.

This course will introduce to participants the objectives, rationale, benefits and role of legal audits, in strategic management of their organizations. 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 Legal professionals who have in the past 10 years conducted over 40 legal audits for different organizations in both the public and private sectors, and who have extensive experience in conducting legal audit courses. In addition, there will be other presenters from selected oversight institutions.

INTENDED PARTICIPANTS

The course is recommended for Advocates in private practice, in-house counsel in State and private corporations, Human Resource, Planning and Supply chain officers, internal auditors, middle to senior level officers involved in internal audit, risk management, risk supervision, legal compliance, policy-implementation & governance, amongst others.

INTENDED OUTCOMES

By the end of the course, it is expected that the participant will be able to –

- a) Advise their respective organizations or corporate clients on constitutional & legal compliance requirements and prepare them for external compliance audits;

- b) Describe the compliance requirements as regards State Corporations, Public Finance, Public procurement, Human Resource management among other areas.
- c) Identify legal risk parameters and develop strategies for managing legal risks;
- d) Develop terms of reference for a legal audit;
- e) Prepare or evaluate a technical and financial proposal for a legal audit consultancy;
- f) Prepare for and convene an opening meeting and do an inception report;
- g) Prepare work plans, audit schedules, checklists and data collection instruments;
- h) Prepare and populate a legal audit matrix and an implementation framework;
- i) Write a legal audit report;
- j) Monitor a legal audit process and evaluate an external auditor's report.

CERTIFICATES: A certificate of attendance and participation will be issued to each participant who attends the entire course.

YOUR INVESTMENT: Kshs. 58,500 (Non- East African USD 750) inclusive of VAT and registration fee (*covers tuition fees, course materials, stationery, lunch and refreshments*).

CPD POINTS: Members of the Law Society of Kenya who attend and complete the training will be entitled, on payment of extra 1,000.00 to be awarded 3 CPD points. Payment of this sum shall be effected during the training, as will be directed by the organizers of the training.

APPLICATION PROCESS

Application should be made **ONLINE** through the platform. Please log at: <https://services.ksl.ac.ke/web/> login sign up and register for the course. Fees should be deposited in the School's account: **Account No. 202 2029 110 Absa Bank PLC, Absa Plaza Branch, Nairobi, Kenya** and the bank slip or evidence of electronic funds transfer presented to the Finance Office, Karen. Please note that your registration and proof of payment should be complete by **3rd March 2025**, to enable us to adequately prepare for the course.

Contacts:

For any query, contact the Course Coordinator, Ms. Sandra Soi on ssoi@ksl.ac.ke, or Christine cmwanza@ksl.ac.ke and Jacqueline jacqueline@ksl.ac.ke.



Isaac S. Kuloba

FOR DIRECTOR /CHIEF EXECUTIVE OFFICER



ISO 9001:2015 Certified Organization