



Consulting and Training | Reach New Heights

Course Name

Duties Segregation - Entry to Mid

Sector Name

Management And Leadership

Document Type

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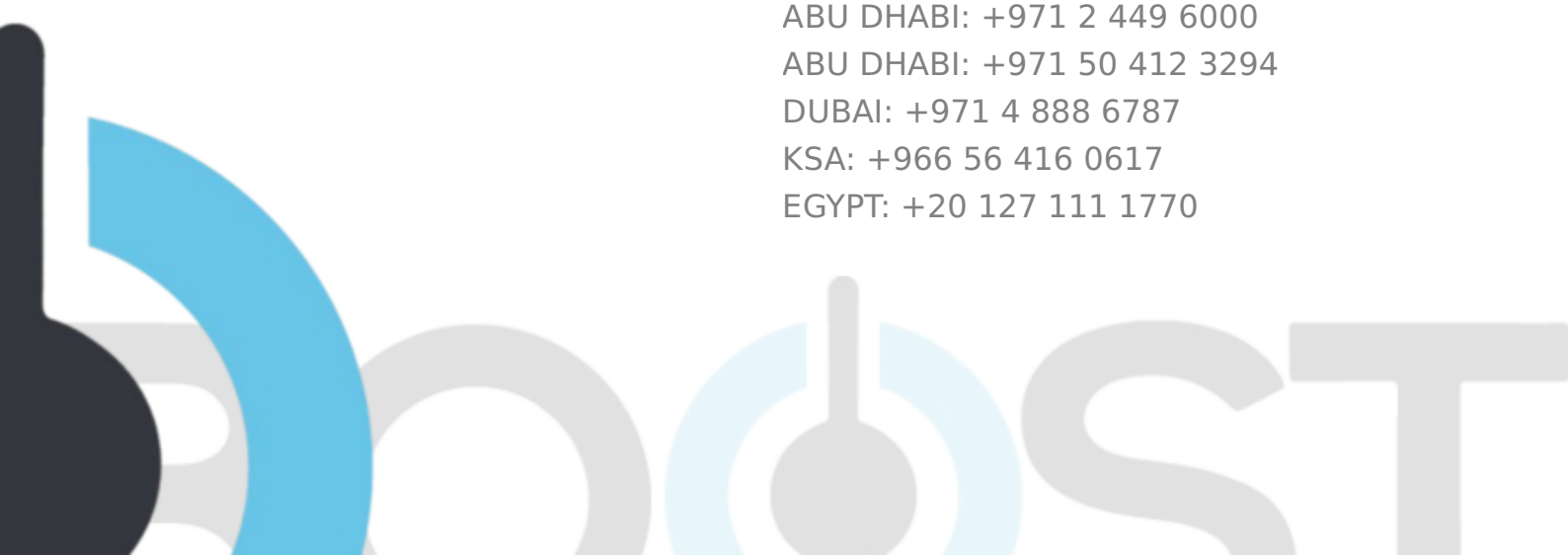
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Duties Segregation - Entry to Mid

Course Introduction

Duties segregation is a fundamental internal control principle that protects organizations from errors, fraud, and operational risks. When responsibilities are improperly combined, organizations become vulnerable—even if policies and systems are in place.

Developed by **Boost**, this course is designed to help participants understand how to separate duties effectively in daily operations, not as an audit requirement, but as a practical governance practice. The program focuses on identifying risk areas, designing appropriate segregation models, and applying segregation concepts across functions without creating unnecessary bureaucracy.

Boost's Duties Segregation - Entry to Mid-course enables participants to strengthen control, transparency, and accountability within their organizations.

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Target Audience

- ✓ Supervisors and team leaders
- ✓ Operations and administrative staff
- ✓ Finance, HR, and procurement officers
- ✓ Internal control and compliance staff
- ✓ Employees involved in approvals or transactions

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Learning Objectives

- ✓ Understand the concept and purpose of duties segregation
- ✓ Identify risks arising from poor segregation of duties
- ✓ Apply segregation principles to daily work processes
- ✓ Design basic segregation models for key functions
- ✓ Recognize control gaps and mitigation options
- ✓ Support governance and internal control practices

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Course Outline

✓ DAY 01

Understanding Duties Segregation

Module 1: Concept and Importance of Duties Segregation

- ✓ What duties segregation really means
- ✓ Why organizations need segregation
- ✓ Consequences of combining responsibilities

Module 2: Duties Segregation and Internal Control

- ✓ Relationship between segregation and controls
- ✓ Preventing errors and misconduct
- ✓ Segregation as a preventive control

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✓ Day 02

Identifying Risk Areas

Module 3: High-Risk Activities and Processes

- ✓ Transactions and approval processes
- ✓ Sensitive roles and responsibilities
- ✓ Common segregation failures

Module 4: Risk Assessment Basics

- ✓ Identifying control weaknesses
- ✓ Evaluating likelihood and impact
- ✓ Prioritizing segregation needs

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Course Outline

✓ Day 03

Applying Segregation Principles

Module 5: Segregation of Duties in Practice

- ✓ Initiation, approval, execution, and review
- ✓ Applying segregation across functions
- ✓ Balancing control and efficiency

Module 6: Designing Segregation Structures

- ✓ Role mapping and responsibility allocation
- ✓ Documentation and role clarity
- ✓ Managing overlaps and dependencies

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Course Outline

✓ Day 04

Managing Constraints and Exceptions

Module 7: Handling Limited Resources

- ✓ Segregation challenges in small teams
- ✓ Alternative controls and compensation measures
- ✓ Maintaining control without complexity

Module 8: Monitoring and Maintaining Segregation

- ✓ Periodic reviews and updates
- ✓ Managing role changes and access
- ✓ Continuous oversight and improvement

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Course Outline

✓ Day 05

Strengthening Governance and Accountability

Module 9: Integrating Segregation into Policies

- ✓ Embedding segregation in procedures
- ✓ Alignment with internal policies
- ✓ Supporting compliance and governance

Module 10: Building a Control-Aware Culture

- ✓ Roles of management and staff
- ✓ Accountability and transparency
- ✓ Sustaining segregation practices

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Jan. 25, 2027	Jan. 29, 2027	5 days	4250.00 \$	UAE , Dubai
April 12, 2027	April 16, 2027	5 days	2150.00 \$	Virtual , Online
Aug. 23, 2027	Aug. 27, 2027	5 days	4950.00 \$	Spain , Madrid
Nov. 1, 2026	Nov. 5, 2026	5 days	4250.00 \$	KSA , Dammam

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