



Fraud, Theft and Corruption in the Workplace Training

Description

Introduction

This programme is designed to equip leaders and professionals who wish to obtain and use techniques which will help prevent and identify fraud and corruption in their workplace.

The focus will be on identifying characteristics and behaviour that may indicate the presence of fraud or corruption and also the managing of the risk that it brings to business.

objectives

- Know what fraud and corruption means and involves
- Understand the risk it poses to business
- Identify areas and clues that indicate that fraud and corruption may be present
- Know what International arenas provide help and information in fighting these problems
- Identify common factors which create corruption opportunities
- Understand the role of money laundering
- Understand techniques to prevent fraud
- Start an Anti-Fraud programme within their business
- Understand the effect of change and how to manage it within the business as you implement new programmes to prevent fraud and corruption

Contents

Day One

Introduction – Understanding Fraud, Theft and Corruption

- What is Fraud?
- What is Theft
- What is Corruption
- Who does it and why?

Crimes Connected to Fraud

- Theft
- False Accounting
- Bribery

Effects on Business and the Economy

- Corruption
- Deception
- Collusion

Wrap-Up Quiz

Day Two

How Fraud Occurs

- Fraud Theft & Corruption in the Workplace
- Risk Assessment and Management
- Effects this legislation has on business practice

Processes

- Compliance
- KYC (Know Your Customer)
- CDD (Customer Due Diligence)
- Reporting

Penalties/Consequences

- Offences
- Sentences
- Non Compliance
- Fines/Penalties

Wrap-Up Quiz

Day Three

Common Factors Creating Corruption Opportunities

- 16 Factors to look for

Methods frequently used to move money

- Internet Banking
- Precious metals and Jewels
- Hawala Banking
- Shell Companies
- Examples

Money Laundering and Terrorist Financing (an overview)

- What is Money Laundering
- Difference to Terrorist Financing
- Consequences

Wrap-Up Quiz

Day Four

Fraud in Business

- Common Fraud Scenarios
- What to do

Anti-Fraud Techniques

- Increasing fear of getting caught
- Deflating rationalizations
- Relieving financial pressure

Anti-Fraud Programme

- 3 Business areas that effect Fraud
- 7 Steps to jump start a programme
- Review of Types of Fraud and Fraud Tests

Wrap-Up Quiz

Day Five

Effecting Change

- Managing changes within the company
- Leading from the top
- Raising awareness

Resistance- What you want

- Recognising the cost
- External Influences

- Developing resistance

Future

- Summary of Key Points
- Wrap-Up Quiz
- Questions

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