



Centre for  
Management  
Technology®  
into our 25<sup>th</sup> year

A 2-Day Intensive Course On

# Fraud Investigation & Reporting Techniques

18 - 19 August 2008 ■ Berjaya Langkawi Beach & SPA Resort, Langkawi

## **COURSE HIGHLIGHTS:**

- Introduction To Fraud
- Strategic Implication Of Fraud
- Who Are Fraudsters & What Motivates Them
- Introduction To Investigation
- The Investigator
- Introduction To Evidence
- Effective Note Taking
- Interview Techniques
- Questioning Techniques
- Voluntary Statements
- Investigation Report Writing



- *Video presentation will cover the confession of actual fraudsters who have committed fraud*
- *Sample of Corporate Ant-Fraud Policy which is essential for all organisations*

## OBJECTIVE

*When fraud / forgery had been detected, it is very important that the case is diligently/ professionally handled. However, in many instances the cases are not properly handled and management are not in the position to pursue the matter effectively thus creating the opportunity for similar cases to be repeated.*

*The course leader with his vast experience of being an auditee, auditor and investigator will be able to share the effective manner in which fraud / forgery should be handled.*

*This practical course will focus on cases with model investigation field notes and an investigation report, which will greatly benefit all those who are involved in investigation.*

## KEY BENEFITS OF ATTENDING THIS COURSE

- 1. Understanding How Major Frauds Occur And The Conditions Which Make It Possible To Happen.*
- 2. What motivates fraudsters, what fraudsters are targeting in most instances and what lessons we can learn from this research and from practical experience.*
- 3. Learning the wide range of fraud, misappropriation and defalcation and also designing a control system to counter it.*
- 4. Updating and Enhancing Your Investigation Report Writing Skills.*
- 5. Conducting Investigation Effectively Using The Right Tool And Techniques.*
- 6. Focusing on cases with model investigation field notes and an investigation report.*

Program topics, speakers and schedules published herein are confirmed as at printing time. Please refer to the event's timetable page at [www.cmtevents.com](http://www.cmtevents.com) for the most up-to-date information.

## Day 1 - Monday, 18<sup>th</sup> August 2008

### 9.00 OVERVIEW

- Introduction To Fraud
- Misappropriation
- Defalcation
- Strategic Implication Of Fraud
- Who Are Fraudsters & What Motivates Them

10.30 Morning Coffee

### 10.45 INTRODUCTION TO INVESTIGATION

- What Is An Investigation
- The Objectives Of An Investigation
- Investigation Phases
- Types Of Investigation
- Investigation Vs Management Considerations

### 11.45 THE INVESTIGATOR

- Responsibilities
- Attributes
- Ethics And Values
- Competencies

1.00 Lunch & Zohor

### 2.00 INTRODUCTION TO EVIDENCE

- Definition Of Evidence
- Main Areas Of The Law Of Evidence
- Systematic Collection Of Evidence
- Management Of Evidence Exhibits

3.30 Afternoon Tea

### 3.45 EFFECTIVE NOTE TAKING

- The Purpose Of Taking Notes
- When Are Notes Taken / Used
- Handwritten Notes Vs Tape Recording
- Case Study

5.00 End of Day 1

## Day 2 - Tuesday, 19<sup>th</sup> August 2008

### 9.00 INTERVIEW TECHNIQUES

- What Is An Interview / Interrogation
- Types Of Interview
- Reasons For Interviews
- Basic Principles / Preparation
- Recording The Interview

10.30 Morning Coffee

### 10.45 QUESTIONING TECHNIQUES

- Preparation For Questioning
- Questioning Strategies
- Asking Questions In Interview
- Direct And Indirect Questioning
- Types Of Questions
- Case Study / Role Play

1.00 Lunch & Zohor

### 2.00 VOLUNTARY STATEMENTS

- When Can A Confession Be Obtained
- How Should It Be Obtained
- Format Of Voluntary Statement
- Sample Of Statement Based On Case Study

3.30 Afternoon Tea

### 3.45 INVESTIGATION REPORT WRITING

- Report Vs Brief
- Types Of Reports
- Qualities Of A Good Report
- Preparation For Report Writing
- Planning The Report
- Body Of The Report
- Report Structure / Format
- Sample Of Investigation Report Based On Case Study

5.00 End of Course

## LEARN FROM THE BEST

**MR. S. S. DANIEL** has over 18 years of experience in Internal Auditing. Among his appointments included as an Assistant Vice President, Head of Investigation, Internal Audit at one of the leading banks. He has had hands-on experience in reviewing, developing and implementing internal controls and compliance procedures, and also in handling fraud cases relating to operation, financial and credit.

Daniel has also undertaken consultancy work for a prominent organisation to restructure its internal audit department and to review and enhance the internal controls and the compliance procedures to minimize fraud and to improve the overall efficiency and effectiveness of the internal audit department. Since 1995, he has conducted numerous in-house and public programs relating to internal controls and fraud investigation.

For over 15 years, Daniel was also actively involved in lecturing on Financial & Management Accounting for CIMA and ACCA programs at institutions of higher learning.

At present, he is the Principal Consultant of his own professional training and consultancy firm and is committed to conducting training programs on Internal Auditing, Financial Accounting, Management Accounting, Budgeting and Cost Control Techniques, Credit Management, Branch Operations and Fraud Investigation & Reporting Techniques.

To-date, 27 financial institutions and 36 corporate bodies have participated in the various in-house and public training courses conducted by him.

Daniel provides practical hands-on and dynamic lively training sessions, which have received excellent feedback from past participants from both local and overseas market.

### WHO SHOULD ATTEND

This course has been specially structured for Internal Auditors, Team Heads, Sectional Heads, Audit Managers, Branch Managers, Assistant Managers and Operation Heads. Executives / Senior Officers who would like to widen their knowledge on fraud investigation.

This course is also suitable for Senior Management –Directors, General Managers, Vice Presidents, Financial Controllers, Compliance Managers, Fraud Investigation Managers and Human Resource Managers.

Name	
Position	
Email	
Name	
Position	
Email	
Tel	Fax

Company	
Address	
City/Postcode	Country
Approving Manager's Name	
Position	
E-mail	

**Fees:** The full Registration Fee includes cost of all sessions, luncheon, coffee/tea & documentation.

	1 Person	Group fee for 3 or more* (from the same company)
<b>Regular Fee</b>	<b>RM2,595</b>	<b>RM2,095</b> (MIN SAVINGS OF RM1500)

\* Terms and conditions apply.

**Cancellations, Refunds & Transfers:** A full refund will be promptly made for all written cancellations 3 weeks before the meeting. Thereafter, cancellations are not refundable. A substitute may be made at any time.

**Cheques :** Crossed & payable to  
"Centre for Management Technology Sdn Bhd"

Photocopy Registration Form to Preserve Brochure Copy. August 2008

### TELEGRAPHIC TRANSFER

Account Name: **Centre for Management Technology Sdn Bhd**  
A/C No: **3 - 0903390 - 12**  
Bank: Public Bank Berhad  
Branch: Grd Floor, Menara Public Bank Jalan Ampang  
Swift Code: PBBEMYKL  
*TT must include additional RM10 for Beneficiary's Bank charges. Delegates must bear all bank charges and local taxes (if applicable). Fees must be NETT of ALL charges.*

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### TO REGISTER

Online: [www.cmtevents.com](http://www.cmtevents.com)  
Email: [adminkl@cmtsp.com.sg](mailto:adminkl@cmtsp.com.sg)  
Fax: (603) 2162 6393  
Tel: (603) 2162 7322  
Post to: Lot 7.03, 7th Floor, North Block, The Ampwalk,  
218 Jalan Ampang, 50450 Kuala Lumpur

### CERTIFICATE OF COMPLETION

A Certificate of Completion will be awarded upon successful completion of each course. This serves as evidence of your personal and professional commitment to you career.

### COURSE TIMING

Registration: 8.30 am, Course Begins: 9.00 am,  
Morning Coffee: 10.30 am, Lunch: 1.00 pm to 2.00 pm,  
Tea Break: 3:30 pm, Course Ends: 5.00 pm

Register online ~ [www.cmtevents.com](http://www.cmtevents.com)

A 2-day intensive course on

## INTERNAL CONTROLS & COMPLIANCE In Today's Management

22-23 July 2008 • Parkroyal Hotel, Kuala Lumpur

### COURSE HIGHLIGHTS:

- PART A: CONTROL
- PART B: COMPLIANCE
- PART C: SYMBIOSIS OF CONTROL WITH COMPLIANCE, AND CSFs FOR EFFECTIVE CONTROL & COMPLIANCE PROGRAMME

Distribution of management book titled  
"Managing Tomorrow's Organisations"  
to each participant, written by  
Dr J E Ruin in the year 2006,  
2nd edition 2008.

Free

2-day intensive course on

## Business Continuity Management -- Disaster & Crisis Management

The Way Forward For Today's Corporate Governance And Business Resilience

25-26 August 2008 • JW Marriott Hotel, Kuala Lumpur

### COURSE HIGHLIGHTS:

- Understanding What BCP/BCM Is All About
- BCP Fundamentals
- Measuring Or Quantifying BCP
- Contents Of A BCP
- BCP Journey
- The BCP Framework
- Getting Familiar With The Various Forms Of Emergency, Crisis, Or Disaster
- Implementing The 8 Phases Of A BCP Journey
- Crisis Escalation Guide & Matrices
- Right, Factual & Timely Communication Is Critical
- Roles Of Various Parties
- 7 Cs Of BCP: Critical Elements For Successful BCP Programme
- Key Issues
- Detailed BCP Outlines And Documentations
- For Your Organisation, What Are At Stake, If You Have No BCP Programme?
- Myths & Misconceptions In BCP