

L. BURKE FILES - TRAINER'S PROFILE



L. Burke Files Professional Association Service 2014 - Present, Co-Founder of the International Due Diligence Organization 2012-present, President and Board Member of The American Anti-Corruption Institute.

Mr Files is the head of an International Investigation firm specializing in asset recovery, due diligence, anti-money laundering and intellectual property matters, prior to this, Mr Files was a partner in a regional consulting firm specializing in business, financial and securities consulting and served as the Director of Corporate Finance for an Investment banking company.

Mr Files is an international expert on due diligence and is regularly sought out for those cases that bedevil the desktop practitioners. Using both conventional and unconventional techniques he works

with counsel and clients unraveling the money trail finding assets for recovering. The practice section for all companies understanding the future is Intellectual Property and Critical Information or IPCI. Mr Files has been at the forefront of both understanding and dealing with infringers.

Prior to this time Mr Files was employed by Oppenhilmer/Rouse as a commodities specialist. In this capacity he was responsible for managing and trading customer accounts and 24 - Hour gold, silver, and foreign currency trading. In the past Mr Files has served as a member of the Governor's Board on Solid Waste Management, as an advisor to the Governor's Board on Economic Planning and Development and a former Commissioner of the City of Tempe Transportation Commission. Mr Files has also received a Commission and a Medal of Merit from the President of the United States.

Mr Files has earned a B.S. in English. Mr Files is a licensed Investigator, specializing in International Financial Investigations.

International Due Diligence Certification

BY INTERNATIONAL DUE DILIGENCE ORGANISATION

3rd-4th MAY, 2018
PORT HARCOURT, NIGERIA

WHO SHOULD ATTEND

- Compliance Officers
- Company Secretaries
- Internal Auditors
- External Auditors
- Legal Practitioners
- Human Resource Officers
- Managers/Administrators
- Key Decision Makers
- Heads of Departments

BENEFITS

- International Due Diligence Certificate
- Due Diligence Study Guide
- Course Material worth over \$100
- 1 year Membership in IDDO

HOSTED BY: FHOENIX PROJECTS





TRAINING SCHEDULE

- 8:30am Registration & Tea
- 9:00am 1st Morning Half
- 10:40am Refreshment
- 10:55am 2nd Morning Half
- 12:30pm Lunch
- 1:45pm 1st Afternoon Half
- 3:10pm Refreshment
- 3:25pm 2nd Afternoon Half
- 5:00pm End of Day/ Course

DAY 1- 3RD MAY, 2018

INTRODUCTION

Define Due Diligence – Clearly
 Address due diligence as process not a thing or event
 Legal requirements for due diligence.
 The immediate value of this knowledge.

SECTION ONE -PHILOSOPHY

CHOICE MAKING

How we make choices
 Why we make those choices
 Why some make serial wrong choices
 Ignoring the feedback
 Heuristics and biases

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of compliance, entrenching due diligence in decision governance process of an organization to compliance sanctions. Due Diligence Professional will assist in unearthing bad business deals, prevents corruption and check other forms criminalities, assist in the investigation of fraudulent practices, help manage and implement mergers and acquisition transaction, conduct background checks on customers, employees and joint ventures partners.

Due Diligence underscores the integrity of decision making process of an organization.

Concluding Remarks And Certificates Handed Out.

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FREE
 WORTH OVER \$68

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SECTION 12 – QUICK CASE STUDY QUESTION, HOW DO WE GET THE ANSWER?

We learn mostly from failures – Why this is a fact.
 Notable Failures and the errors made
 Destruction testing in your organization

SECTION 13 – THE REPORT

Writing and submitting the due diligence report
 The report is fact based – period
 Citation of sources – all
 Language

COURSE OVERVIEW

The International Due Diligence Certification Course provides opportunities for individuals and corporations to be equipped with knowledge of modern due diligence techniques beyond

traditional due diligence processes. The certification emphasizes the importance of making an informed decision from the point of verifiable facts and clear understanding of a given situation or transaction.

International Due Diligence Certification holder is knowledgeable in the methodologies of due diligence which includes planning, implementation, facts findings, analyses, verification and reporting. A certified Due Diligence Professional has a mastery of due diligence required in relation to specific transactions. Developing a probing mind, knowing where and how to source for information is the essential components of the International Due Diligence Certification Programme.

For an organization that is looking to reduce the level of its vulnerability to waste, fraud and deceptive practices, having an employee who is a Certified Due Diligence Professional will be an ideal stop gap measure. In the world

ECONOMICS OF VIRTUE

Asking the right question
 When the questions must be asked and answered
 Addressing social graces
 Lies-white, gray and black
 Aligning Incentives
 Importance of "skin-in-The Game"

REALITY OF IT ALL

Incentive to lie, cheat, steal, make and offering bribes.
 Conflicts – Internal and External
 The weight of dishonesty
 Focusing energy toward productivity and good choice making
 A graphic look at getting in wrong

SECTION TWO – THE STANDARD OF CARE EVERYONE DOES IT SO WHY DO I CARE

The industry leaders are the leader for reason
 Due diligence and risk management
 Headline of why it matters
 How Enron, Rite – Aid and WorldCom could have prevented

WE MUST CARE:

Competitive Reasons
 Survival reasons
 Litigation, Regulatory fine and jail

HOW TO CARE

Check lists, CRM, Internal Audits, Sure, but that is not all
 Feed forward control
 Feedback Controls
 Barney Fyfe is correct
 Many skill set needed

HOW TO CARE

Check lists, CRM, Internal Audits, Sure, but that is not all
Feed forward control
Feedback Controls

SECTION 3 –

WHERE DUE DILIGENCE CAN THRIVE OR WITHER THE ENVIRONMENT FOR DUE PROFESSIONALS

Islands vs Archipelago
Make Wrong and NIH
Curious George and the Man with the Yellow hat are good role models
Leave the desk behind

SECTION 4, DUE DILIGENCE ASSESSMENTS INFO IN AND OUT OF THE BOX

It is a process – Defining the box
Arrival to the box
Functions inside the box
Departure from the box
Looking for risks, supplier process, place, transit, and customer.

SOME CHECK LISTS, NO, NO, NO, THOUGHT LISTS

Detailed Background Questionnaire
Detailed Company Questionnaire
Detailed Property Questionnaire
Objective and Subjective Factors

CASE STUDIES WITH CHECK LISTS

Real Estate Acquisition
Brush and Square Car Wash
Acquisition of a Technology Company
Acquisition of a Research Company

SECTION 5 – TOOL KITS

WHERE TO FIND INFORMATION

Reviewing On Line Free Resources
Reviewing Paid Resources
Accessing information's limits and inaccurable
Calling and interviewing people
Little thought of indicators
Tests of employees
Leaving the desk behind

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END OF DAY ONE

Instructor is to make himself available to be peppered with questions for any reason until 9:00pm- in person, by phone, or by email

DAY 2- 4TH MAY, 2018

SECTION 6 – CASE STUDIES

Case studies are handed out to the participants. The participants will work to develop and approach the case as well as what resources they might need to get answers to the questions they have asked.

SECTION 7- ANALYSIS OF CASE STUDIES IN SMALL GROUPS

SECTION 8 – PRESENTATION OF CASE STUDIES PREVENTION

The case studies worked overnight will be shared by students with instructors and class.

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SESSION 9 – ANALYSIS USING NUMBERS

Ratios – traditional and Non-traditional
Other places to find numbers
Creating numbers to analyze
Limitations of numbers and common oversights
Some Algorithms to play with

SECTION 10 – INTERNAL MEASURES LOOK IN AND OUT

Internal positions that are natural allies
Data collectors in a business
Data Silos
Ways to approach to gather information from territories
Address our numbness to the familiar and state information

SECTION 11 – DUE DILIGENCE IN AN ACQUISITION MERGERS AND ACQUISITIONS

Same old stuff
New Stuff often overlooked
What is a must, Key Employees and Gold Collar Workers?
Intangible Assets and OPSEC
Regulators
Management Culture and how to assess
Archipelago not islands – are a team

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