



Digital Book on Corruption Studies
Anti-Corruption certificate issued by The AACI
(subject to attending 80% of the program duration)



A digital copy of Due Diligence, by the IDDO Co-Founder L. Burke Files.
Full membership in the IDDO with access to all of the resources online
International Due Diligence Certificate issued by the IDDO

DUE DILIGENCE CERTIFICATE (DDC) & ANTI CORRUPTION TRAINED CERTIFICATE (ACTC)

Date: 06th—09th April 2020 | Hilton Garden Inn, Lusaka Zambia



L. Burke Files

President, The American Anti-Corruption Institute (AACI)

Co-Founder, International Due Diligence Organization (IDDO)

President, Financial Examinations & Evaluations, Inc

Received a Commission and a Medal of Merit from the President of the United States

Certified Due Diligence Professional, International Due Diligence Org

Certified Anti-Corruption Manager - CACM, American Anti-Corruption Institute

Capitalize on Expert Knowledge to Gain Maximum Value on

DDC

Delegate will leave with a detailed understanding of the requirements in any due diligence process. They will possess the ability to lead any due diligence assignment from small to large, internal to external, domestic to multi-national and for private or public companies. While the course uses commercial transactions as its focus, the skill set is much broader and imparts a lifelong change in the way we, as professionals and persons, think and make decisions.

IDDO's purpose is to continually aggregate and evolve a set of tools and resources to empower individuals to make better, more well informed decisions in any situation.

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So what is Due Diligence, and why should it matter to you? People mistakenly think audits and merely crossing your t's and dotting your i's as due diligence. Or worse, running check lists. Little could be further from the truth. Due Diligence is the process to make the best possible, well informed decisions, in any situation. It is a situational investigation process utilizing a standard of care to create a comprehensive picture of information and the available choices.

The core of the materials developed are based upon the multiple award winning book by L. Burke Files — Due Diligence for the Financial Professional, 2ed. As a 25 plus year veteran of Due Diligence and financial and business disasters when the Due Diligence was not done properly — his insights in to what is real Due Diligence and what masquerades as Due Diligence are breath taking. Mr. Files' insights, methodologies and approaches come from thousands of investigations in over 100 countries with cases ranging from \$100K to over \$20 billion.

ACTC

The Anti-Corruption Trained (ACT) Certificate from the American Anti-Corruption Institute is the first step in developing professional literacy on corruption and the prevention of corruption.

This two-day learning program is interactive, intense, and designed to ensure that participants possess adequate, relevant anti-corruption skills. The session will cover, clear definitions of corruption, frauds tied to corruption, money laundering, environments where corruption can thrive, and work our way to the design of effective governance mechanisms, anti-corruption policies, internal controls, and discuss the design of internal anti-corruption policies and the design of an Anti-Corruption Commission.

The intensive two-day program concludes with designing an Anti -Corruption Commission and the distribution of Anti-Corruption Trained certificates issued by The American Anti-Corruption Institute (AACI).

Program Benefits

- Obtain a proper understanding of fraud and corruption schemes, including money laundering and financing terrorism, their nature and mechanism, and how to uncover such schemes.
- Set a proper tone at the top and lead by example.
- Appreciate the significance of being an Anti-Corruption Trained among your peers and show commitment to prevent and deter corruption.
- Empower decision-makers; executive management and those charged with governance, to meet their duties concerning fighting corruption.
- Obtain the minimum necessary anti-corruption knowledge and skills to prevent, deter, and detect fraud and corruption.
- Develop smart and informed financial and non-financial decisions concerning anti-corruption.
- Understand and appreciate the relevance of international anti-corruption laws and international commitment to fight corruption.

ACTC (ANTI-CORRUPTION TRAINED CERTIFICATION)

Day 1

What is corruption — A deep discussion on the many definitions of corruption and how they succeed and fail to aid in our understanding of the spectrum of corruption offenses.

Fraud Tied To Corruption — Many frauds are only possible with corruption, with involved and active participants. Corruption is never an accident.

Money Laundering — The point of a fraud is to enjoy the financial fruits of the fraud. The professionals will be part of a detailed discussion with case studies on how money moves tied to corruption frauds.

Environments That Encourage Corruption — Corruption needs several elements to exist. The elements include a particular type of management style, splintered controls, poor tone at the top, and a culture that is either permissive or numb.

Effective Elements of Governance — Governance is the legal, procedural environment, and cultural environment in which a company operates. It cannot be left to chance, and once established, it must be reinforced with both rewards and punishments that are consistent and logically applied.

Day 2

Internal Controls - Internal controls are the mechanisms, rules, and procedures implemented by a company to ensure the integrity of financial and accounting information and prevent fraud. Besides complying with laws and regulations, internal controls can help improve operational efficiency and reporting.

Anti-Corruption Policies — These policies need to be a bit more just description but must contain effective actions that get at the heart of preventing a corrupt environment from taking root.

Design and build an Anti-Corruption Commission — Now that we have corruption literate professionals, the professional will team up and design the outline for an effective Anti-Corruption Commission for their city, state, or country.

GAIN THESE BENEFITS FROM ATTENDING:

Interactive Training

Training is designed with the latest knowledge backed by practical case studies to provide you with long term understanding of current issues.

Pre-Course Questionnaire

A Pre-course Questionnaire will be sent to you upon your registration, which allows you to raise your specific interests & questions. The course trainer will review and analyse the questionnaires prior to the event & will address your interests & questions during the event, seeking to fully meet your learning objectives.

Limited Attendees

We have strictly limited seats. This ensures maximum learning and experience for all delegates.

DDC (DUE DILIGENCE CERTIFICATION)

Introduction

- ▶ Define Due Diligence — clearly
- ▶ Address due diligence as a 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 - aka market sentiment
- ▶ Heuristics and Biases

Economics of Virtue

- ▶ Right questions is the core of effective Due Diligence
- ▶ 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, offering and taking bribes
- ▶ Conflicts — internal and external
- ▶ The weight of dishonesty
- ▶ Focusing toward productivity & good choice making
- ▶ A graphic look at getting it wrong

Section Two — The Standard of Care

Everyone does it so why do I care?

- ▶ The industry leaders are the leaders for a reason
- ▶ Due diligence and risk management
- ▶ Headlines of why it matters
- ▶ How Enron, Rite-Aid, Deutsche & Danske Bank could have been prevented
- ▶ Why Must We Care?
- ▶ Competitive reasons
- ▶ Survival reasons
- ▶ Litigation, regulatory fines, and jail

How to care

- ▶ Checklists, CRM, Internal Audits, — sure, but that is not all
- ▶ Feed-forward control
- ▶ Feed-back controls
- ▶ Barney Fyfe is correct
- ▶ Many skill sets needed
- ▶ Government, private, charitable all have approaches
- ▶ Money, time, choice, reputation, are scarce resources.
- ▶ The tip line you can't control

CONTINUE
SECTION 3 - 14

D D C (DUE DILIGENCE CERTIFICATION)

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Section Three – Where Due Diligence Can Thrive or Wither

The Environment for Due Diligence Professionals

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

Section Four, Due Diligence Assessments

Into And Out Of The Box

- ▶ It is a process – Defining the box
- ▶ Arrival to the box
- ▶ Functions inside the box
- ▶ Departure from the box
- ▶ Risks, supplier process, place, transit, customer...
- ▶ Some Check Lists, No, no, no, – thought lists
- ▶ Detailed Background Questionnaire
- ▶ Detailed Company Questionnaire
- ▶ Detailed Property Questionnaire
- ▶ Objective and Subjective Factors

Section Five, Real Case Studies from our engagements

- ▶ Real Estate Acquisition & Coin Operated Car Wash - Case Studies
- 4 different ways of getting it wrong

Where to find information

- ▶ Reviewing On Line Free Resources & Paid Resources
- ▶ Assessing information's limits and inaccuracies
- ▶ Calling and interviewing people
- ▶ Little thought of indicators & Tests for employees
- ▶ Leaving the desk behind & Where

Case studies will be handed out for discussion, delegates are to make themselves available to be peppered with questions

Section Six – Analysis of Case Studies

Session Seven – Data and Information Management

- ▶ Data Rooms, Silos, Buckets & Sense of the data dump
- ▶ Considering use of attorney-client privilege
- ▶ Resolving the information conflict that will occur
- ▶ Hard versus Soft and Operational due diligence
- ▶ You are done – now what do we do?

Session Eight – Analysis of The Numbers

- ▶ Ratios – traditional and non-traditional
- ▶ Other places to find numbers
- ▶ Creating numbers to analyse
- ▶ Limitations of numbers and common oversights
- ▶ Testing your numbers

Session Nine – Internal Measures - Looking in and Out

- ▶ Internal positions that are natural allies
- ▶ Data collectors in a business
- ▶ Not all information is central so where is it?
- ▶ Ways to approach to gather information from territories
- ▶ Address our numbness to the familiar & stale information

Session Ten – Due Diligence in Mergers and Acquisitions

- ▶ Same old Stuff
- ▶ New Stuff often overlooked
- ▶ What is a must, Key Employees and Gold Collar Workers
- ▶ Intangible Assets & OPSEC often 80% of the targets value
- ▶ Regulators
- ▶ Acquisition Agreements, call back clauses, warrantees of sellers, auditors, lawyers, and subject matter experts
- ▶ Management Culture and how to assess – dealing with culture clash which will occur.
- ▶ IT infrastructure integration, no, yes and how!
- ▶ Due diligence Lions, Vultures, Pack Rats, or Geddis?
- ▶ Red Flags Of Risk
- ▶ Archipelago, not Islands – you are a team

Session Eleven – Overnight Case Study Presentations

(The case studies worked overnight will be shared by delegate with the trainer and the class)

Session Twelve – How We are Deceived

- ▶ Trust and Faith – the difference is important
- ▶ Origin of Upsets
- ▶ Choice Forces used against you
- ▶ Detecting Lies and Deceit verbally and in writing
- ▶ The window of Make Wrong
- ▶ Challenging lies and falsehoods
- ▶ The instructors red flags of mischief

Session Thirteen – Due Diligence Fails

- ▶ We learn mostly from failures – why this is a fact.
- ▶ Notable Failures and the errors made
- ▶ Destructive testing in your organization

Session Fourteen – The Report

- ▶ Writing and submitting the due diligence report
- ▶ The report is fact-based – period.
- ▶ Citation of sources – all.
- ▶ Presenting Your Findings

TRAINER PROFILE



L. Burke Files

DDP CACM, President

Financial Examinations & Evaluations, Inc

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 an international financial investigator who has run cases in over 130 countries and has visited over 100 countries over the last three decades.

Mr. Files has tackled investigations running from a few hundred thousands dollars to over 20 billion. Along the way he became familiar with the knowledge of what people need to do, for due diligence, preventing corruption, and to avoid helping criminals, launder money. Digging through the innermost portion of the cases he found profound themes that seem to repeat again and again. He brings this experience of hands on investigating and problem solving experience to his presentations on Due Diligence, AML, and Anti-Corruption.

Prior to Mr. Files founding FE&E, Inc. he served as the Director of Corporate Finance for a American National Investment Bank focused on small firm venture capital. Mr. Files was also employed by Oppenheimer/Rouse as a commodities specialist trading customer accounts in Agri-Business and 24-hour gold, silver, and foreign currency trading.

Mr. Files has authored six books, white papers, and has been quoted in major publications including The Guardian, The Financial Times, Forbes, US Newsweek and more. He is the author of the award winning book Due Diligence For The Financial Professional 2nd Edition

Burke is active in several civic organizations. In the past Mr. Files has served as a member of the Arizona Governor's Board on Solid Waste Management, as an advisor to the Governor's Board on Economic Planning and Development. He is current Director for the non-profit Tempe Sister Cities, Inc. Mr. Files has also received a Commission and a Medal of Merit from the President of the United States.