

## Course description

<b>Course title</b>	<b>Fighting Fraud in NGOs</b>
<b>Duration</b>	2 days
<b>Group size</b>	Maximum: 20
<b>Purpose</b>	This course builds the skills and confidence of NGO managers and staff to prevent, detect and respond to fraud, making sure the organization’s resources get to where they are most needed.
<b>Target audience</b>	<p>This course is designed for NGO staff whose job is to proactively manage the risk of fraud in their organizations, such as:</p> <ul style="list-style-type: none"> <li>• Senior managers of national NGOs, such as Program, Operations and Finance Managers</li> <li>• Staff in international NGOs who work with local partners, such as Desk Officers and Program Managers</li> </ul> <p>The course is most relevant to NGOs with more than 12-15 staff or an annual budget greater than USD 350,000. It may also be of interest to NGO internal auditors.</p>
<b>Key takeaways</b>	<p>By the end of the course, you will be able to:</p> <ul style="list-style-type: none"> <li>• Explain what fraud is, and is not, and why people commit fraud</li> <li>• Describe the five elements of a holistic Anti-Fraud framework</li> <li>• Identify the required content of key anti-fraud policies and processes</li> <li>• Assess fraud risk in your programs, and develop controls to respond to the risks</li> <li>• Detect fraud should it occur, including setting up a ‘speaking up’ hotline</li> <li>• Set up and provide guidance for a Fraud Response Team</li> <li>• Effectively manage incidences of fraud, or allegations of fraud, taking actions which are appropriate, fair and firm</li> <li>• Appreciate the benefits of fighting fraud, and being open with donors and staff if fraud happens</li> </ul>



<b>Learning approach</b>	Our training puts the learner at the center, using practical and fun learning activities supported by easy-to-use materials. We share tools and techniques that can be immediately used in your work.
<b>How to sign up</b>	Visit Humentum’s course catalog at <a href="http://www.humentum.org/training/course-catalog">www.humentum.org/training/course-catalog</a> or contact the Registration Team at <a href="mailto:workshops@humentum.org">workshops@humentum.org</a> for more information.

Daily program	
Module:	Topics:
<b>Day 1</b>	
<b>Introduction</b> <i>Overview of key concepts</i>	<ul style="list-style-type: none"> <li>Defining fraud and bribery</li> <li>Why do people commit fraud?</li> <li>The urgent need to fight fraud</li> <li>The 5-part holistic framework</li> <li>What does fraud look like close up?</li> </ul>
<b>Deterrence</b> <i>Strategies to reduce fraud incidents</i>	<ul style="list-style-type: none"> <li>Content of key fraud policy documents</li> <li>Setting behaviour expectations with staff, partners, suppliers and donors</li> </ul>
<b>Prevention</b> <i>Protecting and safeguarding assets against threats</i>	<ul style="list-style-type: none"> <li>Assessing and building partners' capacity to fight fraud</li> <li>Identifying areas of high fraud risk</li> <li>Designing out fraud risk in projects</li> <li>Fraud prevention procedures and controls</li> </ul>
<b>Day 2</b>	
<b>Detection</b> <i>Finding fraud if it is there</i>	<ul style="list-style-type: none"> <li>Tell-tale signs of fraud</li> <li>Setting up a 'Speaking Up' service</li> <li>Using budget monitoring reports</li> <li>Beneficiary accountability</li> </ul>
<b>Response</b> <i>Handling it well</i>	<ul style="list-style-type: none"> <li>Key actions in response to alleged fraud</li> <li>Roles of the Fraud Response Team</li> <li>Internal and external communications</li> <li>Key elements in a fraud investigation</li> <li>Taking appropriate actions and documenting learning</li> </ul>
<b>Culture</b> <i>Creating an environment where fraud cannot thrive</i>	<ul style="list-style-type: none"> <li>Integrating anti-fraud thinking</li> <li>Dealing with staff resistance</li> <li>Course review, certificates and close</li> </ul>