



*Anti-Corruption Consultants & Forensic Investigators*

## CORRUPTION PREVENTION, ETHICS AND VALUES IN THE WORKPLACE WORKSHOP

27TH – 28TH JULY, 2016, MAHARAJA CONFERENCE CENTRE, GABORONE

# CORRUPTION

*Personal*  
THE ABUSE OF POWER FOR GAIN & DESTRUCTION

## BACKGROUND

The Public Service continues to suffer from fraud and corruption despite the existence of a number of internal controls, resulting in huge losses. People who are intent on defrauding government will always find ways of subverting or overriding systems, processes and procedures, especially in the areas of finance and procurement. Fraud and corruption result from bribes, collusion, bid rigging, conflict of interests, embezzlement, extortion, influence peddling and others. The dearth of management, leadership, professional skills and the absence of a code of ethics and values also contributes adversely to the problem.

This has consequently put pressure on Government to demonstrate to stakeholders as to how they are managing fraud and corruption risks. Numerous surveys have found that over 80% of fraud and corruption can be prevented through training.

This workshop will introduce you to fraud and corruption and help you gain practical advice, with practical examples of how fraudsters misuse people, time, technology and other devices to defraud organizations. It will also help you to understand the elements and attributes of a corruption resistant organization. The workshop will also discuss red-flags, signs or characteristics of a fraudster or a corrupt person. These early warning signs may save your organization millions of Pula. The objective is to equip employees with knowledge, skills and strategies to combat Finance and Procurement fraud and Corruption in the workplace.

In light of this objective the workshop will cover the following topics.



# CORRUPTION

## THE SILENT KILLER

### LEARNING OUTCOMES

By the end of the workshop, participants should:

- Understand how weaknesses in Procurement and Finance practices, policies, procedures and systems contribute to fraud and corruption
- understand the tell-tale signs/ indicators that can help you to identify a fraudster or corrupt individual
- Understand the different types of fraud and corruption and their manifestations
- Understand how fraud and corruption can affect delivery of public services and goods
- understand mechanisms necessary to proactively address challenges related to fraudulent and corrupt activities
- understand how to effectively report on procurement risks, tracking the management of risk and maintain in a risk register

### TARGET AUDIENCE

This workshop is intended to benefit officers in the following administrative capacities

- Finance and Accounts Staff
- Bursars
- Purchasing and Supplies Officers
- Procurement Personnel
- Contracts Managers
- Project Administrators and Managers
- Economic Planners
- Cash handlers
- Ministry Tender Committee Members
- National Development Planning Officers
- Ministerial/Local Authority Tender Committee Secretaries
- Supply Chain Officers
- Supplier Relations Officers
- Senior Audit Personnel
- PPADB/LAPAD Administrators
- Procurement Committee Members
- Ministerial Anti-Corruption Committees
- All public officers



## WORKSHOP PROGRAM

### ETHICS AND VALUES IN THE WORKPLACE

- Definition of Ethics
- Ethics and Integrity
- Essential Elements of Code of Ethics
- Reasons for promoting integrity
- Due consideration in implementing an integrity system
- Value based Code of Ethics
- Rule based Code of Ethics
- Gift policy
- Conflict of interest policy
- How to develop and maintain an Ethical Corporate Culture
- Conditions that support the Management of Ethics
- Managing Ethics
- Summary

### SUPPLY CHAIN RISK MANAGEMENT

- What is a Supply Chain
- What is a Supply Chain Risk Management
- Potential Events that could Impact the Supply Chain
- Consequences of Supply Chain Risk

- Why Organisations have failed to Respond to Supply Chain Risk
- Why Manage Supply Chain Risk
- Insurance and Supply Chain Risk Management
- Supply Chain Risk Management
- Preventing Supply Chain Disruption
- Controlling Supply Chain Disruption
- Mitigating Damage
- Why the Benefits of Supply Chain Risk Management Far Outweigh the Costs

### IMPACT OF CORRUPTION ON SERVICE DELIVERY

- Introduction
- Effects of Corruption
- Attributes of a Corruption Resistant Organization
- Live examples of Corruption in Botswana and its Impact on Service Delivery
- Interventions, Strategies to Strengthen Institutional Capacity.
- Empowerment of staff to enhance and promote accountability.



## WORKSHOP PROGRAM

### THE ROLE OF LEADERSHIP IN CORRUPTION PREVENTION

- Definitions and Concepts
- General Role of Leadership
- Management Failures as a Source of Corruption
- How leadership can contribute or increase the prosperity for corrupt practices
- Demonstrate how leadership can mitigate the impact of corruption
- Practical examples and case studies

### LEADERSHIP DEVELOPMENT AND TRAINING

- Introduction and overview
- Types of Leadership styles
- Context and challenges in leadership
- Knowing yourself as a leader
- Leading people
- Influential leadership
- Direction and Leadership Strategy
- Developing Leaders

### SUPERVISORY ACCOUNTABILITY

- Impact of supervision against corruption practices
- Structure of an effective supervisory accountability system
- Benefits of supervisory accountability system
- Accountability, delegation and responsibility

### GOVERNANCE, INTEGRITY & VALUE FOR MONEY

- Definitions and Concepts
- Structure of Government
- Political Accountability
- Competitive Private Sector
- Public Service Management
- Civil Society Voice and Participation
- Pillars of an Integrity System that foster Good Governance, Accountability and Transparency in the Administration of Public Affairs.

# You can **stop**

# CORRUPTION



## WORKSHOP PROGRAM

### WHISTLE BLOWING & REPORTING MECHANISMS AND POLICIES

- Definitions and Concepts
- Whistle-Blowing as an Anti-Corruption Strategy
- Whistle-Blowing Mechanisms and Policy
- Practical examples and Case studies
- Informants Handling

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## REGISTRATION FORM

**FEES: P4700 + P564 VAT=P 5264, 00** per delegate for 1-4 delegates, 5% discount per delegate for 5 or more delegates.

EARLY BIRD REGISTRATION BEFORE 18TH JULY 2016 : **P4500 + P540 VAT= P5040** per delegate, 5% discount per delegate for 5 or more delegates.

This fee covers Tuition, Meals and Course Materials (including Presentations on CDs) ONLY

NOMINATING OFFICER .....

DESIGNATION .....

AUTHORIZING OFFICER .....

DELEGATE:

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3) ..... 4) .....

5) ..... 6) .....

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Method of Payment: Please tick as applicable

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**Payment Conditions:** For Government Delegates, GPOs and LPOs should reach us 4DAYS prior to the date of the event:

**Cancellation Policy:** In the event of a cancellation, a written communication must be advanced to us 4 DAYS prior to the event, otherwise the FULL tuition fee will be charged, HOWEVER, we accept replacements should you need to replace a participant, provided that is communicated to us within 4 DAYS prior to the event.

Please read and understand the conditions mentioned above and sign underneath. Should you need any clarity or have Queries regarding the above, Please do not hesitate to call us on the Contact Details below.

I acknowledge that I have read and understood all the Payment Conditions and Cancellation Policy and I am prepared to comply without any reservations.

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Date .....

Company/Organization Stamp

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