WORKSHOP

Corporate Investigation and Interviewing Skills
2 and 3 May 2018

MAZARS

Course overview

This is a two day practical workshop designed for a small group of 12 to 18 people (to maximise discussion and practical application of techniques) that utilises a case study to replicate as close as is possible a real life internal corporate investigation.

Prior to attending the workshop, you will receive our investigation workbook that sets out the case study and investigation good practice guidance. You will be required to undertake some pre-workshop preparation and planning. This pre-workshop preparation is necessary to allow you to focus, at the workshop, on the development of practical investigation skills, whilst receiving continuous feedback and coaching from our corporate investigation experts.

During the two day workshop you will undertake the following:

- Assess the issues/allegations including interviewing the reporter of the issues and reviewing the initial information the reporter provided
- Prepare an investigation plan
- Review supporting data/documentation
- Interview a witness
- Reconsider your investigation plan and review additional information
- Interview the subject of the issues/allegations
- Analyse what facts you gathered and identify any gaps in information or knowledge
- Identify control or process weaknesses
- Prepare a verbal report of findings and present this report to management

Course outline

Workshop preparation

- Read the investigation workbook and complete the activities
- Review the report received into the company Integrity Line
- Assess the issues and identify relevant sections of the company Code of Business Conduct and laws
- Prepare the topics and questions you would ask the reporter of the issues

DAY 1

Introduction

We will briefly discuss the following:

- Investigation framework
- Investigation principles
- Six investigation steps
- Note taking
- Criminology
- Evidence

Assessment stage

- We will assess the report filed into the company Integrity Line, discuss the issues/allegations, agree the relevant sections of the company Code of Business Conduct and any relevant local laws
- We will discuss interview techniques and good practice and you will then be divided into interview teams and prepare for and interview the reporter. We will discuss what you learnt
- We will discuss if there is sufficient information to warrant an investigation

Planning stage

- We will discuss the issues that arise in investigation planning and together draft an investigation plan for the case, using the template in your workbook
- You will be provided with an example investigation plan for the case study

DAY 2

Fact gathering stage

- We will discuss challenges that may arise in fact gathering
- You will review relevant information provided to you and re-assess your investigation plan
- In your interview teams you will plan for the interview of a witness
- In your interview teams you will interview a witness
- We will discuss what you learnt from the interview and what that means for your investigation
- We will discuss challenges that arise in subject interviews and, in your teams, you will plan for and interview the subject

Analysis & reporting stage

- We will discuss the facts you have gathered from your investigation so far
- We will discuss investigation reporting good practice and the various reporting styles
- You will prepare a verbal briefing for management on the facts gathered and your recommendations for next investigation steps and present this briefing to management
- You will be provided with an example investigation report relevant for the case study

Workshop details

Who should attend?

This workshop is especially relevant to:

- Individuals who assess issues/allegations and undertake investigations
- Management who want to understand and implement a high quality investigation process in their company

How to register

Contact Ushuaia Guadarrama (Marketing) for details:

T: +52 (55) 5980 5200

E: contacto@mazars.com.mx

Venue & timings

Date

Wednesday 2 May and Thursday 3 May 2018
9:00am to 5:30pm including lunch and coffee breaks

Venue

Mazars in Mexico
Paseo de la Reforma 295, 8th floor
Col. Cuauhtemoc, Del. Cuauhtemoc,
06500, Mexico City

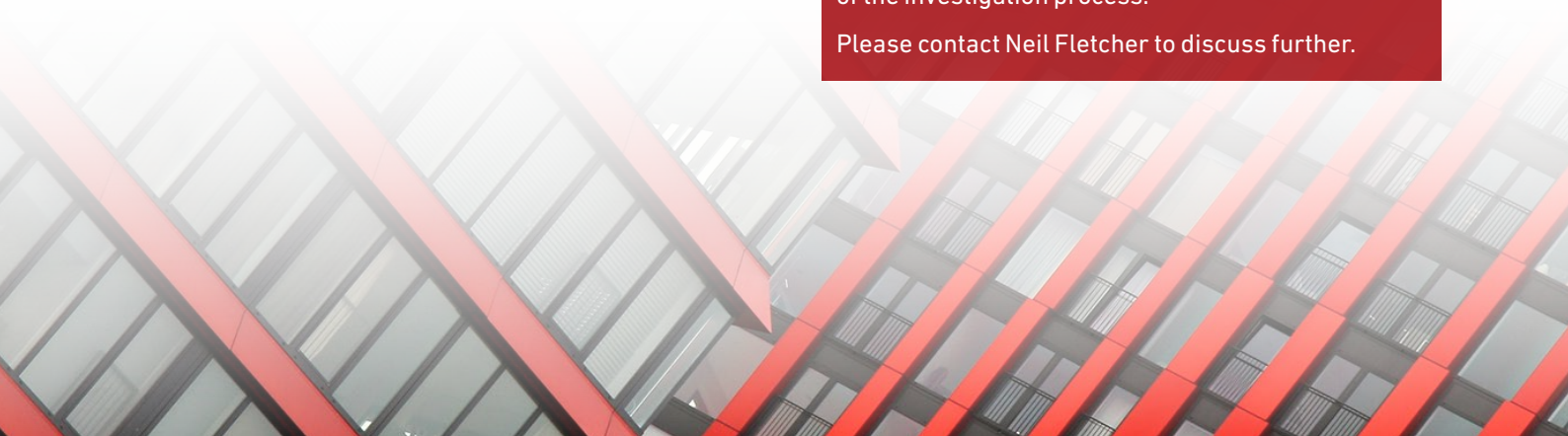
Cost

$9,000 MXN exc. VAT (nine thousand Mexican pesos) per person for the two day workshop.

In-house training

Mazars can provide your company with in-house tailored learning workshops that cover all stages of the investigation process.

Please contact Neil Fletcher to discuss further.



Meet your workshop trainer and our local expert

Neil Fletcher, Head of Global Corporate Investigations

Neil leads our global corporate investigation service. Neil has over 25 years of investigative experience including 15 years in-house with a number of large international companies. He has led, managed and overseen forensic and investigation assignments in more than 90 countries globally.

Prior to joining Mazars, Neil was Head of Investigations at a global company and spent nine years at a FTSE 100 company as a director in the Fraud & Misconduct Investigation team. Neil was instrumental in establishing each company's investigations framework, investigations skills development programme and a global professional forensic investigation and digital forensic capability.

Jorge Santibañez, Forensic Investigation Leader & Financial Advisory Services Partner

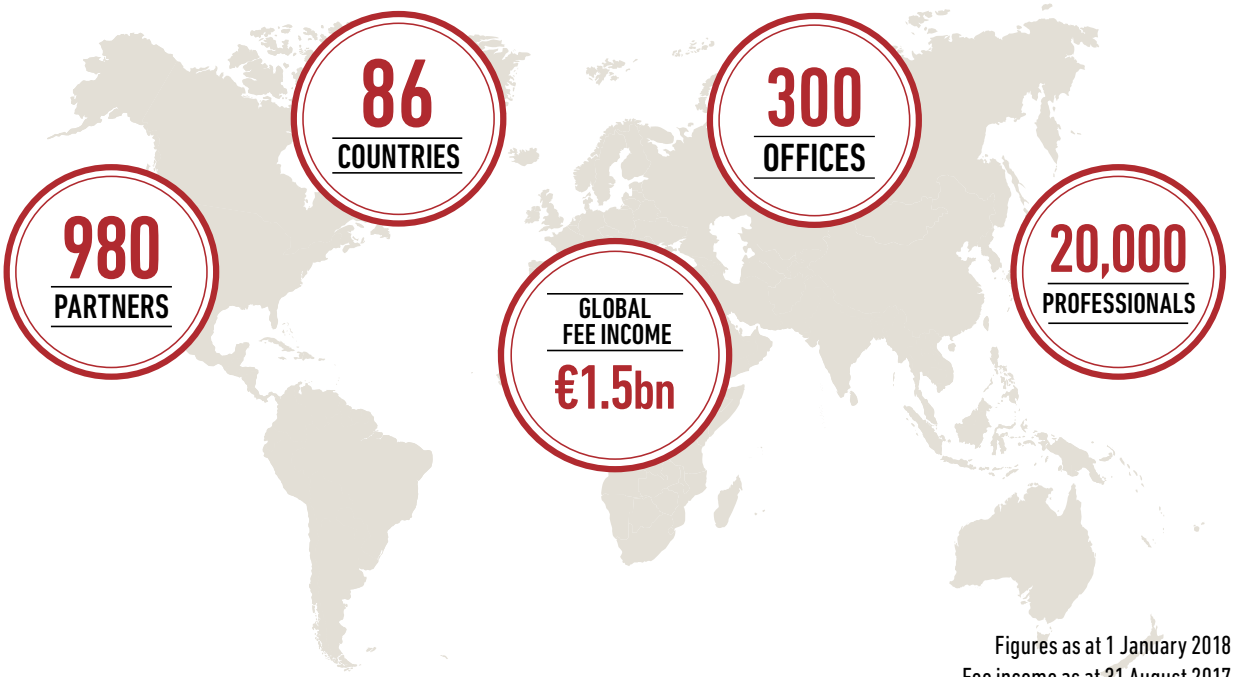
Jorge has long professional experience, besides from being our Country Executive. This professional experience that covers the audit practice, also extends to the Financial Advisory Services' area, in which he has Unfair Trade Practices expertise.

Jorge has also led corporate investigation assignments that include international companies subsidiaries in Mexico. He has been involved in litigation support assignments for foreign companies which are determined in international courts.

About Mazars

Mazars is an international, integrated and independent organisation specialising in audit, accountancy, advisory, consulting and tax services. Operating throughout 86 countries, Mazars draws upon the experience and expertise of 20,000 professionals and 980 partners.

MAZARS globally



Figures as at 1 January 2018
Fee income as at 31 August 2017

Forensic & investigation services centres

Contact us

Should you require any further information, please do not hesitate to contact:

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