

COURSE OUTLINE

Training Course: ISO 37001 Anti Bribery Management System ABMS

Code VT 373 Documentation Development Best Practices Course

Modules:

1. Introduction to ISO 37001 and related Guidelines & Requirements
2. Anti-Corruption Management System in guidance of ISO 37001 ABMS
3. ISO 37001 requirements and resources
4. Documentation Development: Documentation Guidance
5. Documentation Development: Fundamentals
6. Documentation Development: Risk-based Approach
- 7.

Learning Outcome:

- Understanding and addressing the documentation
- Using Risk-Based-Thinking as a critical tool in determining the need for documentation.
- Using documentation as a critical tool for Business Processes and the Strategic
- Process Approach to build a bridge to your organizations
- Determining when documentation matters – creating value and getting it right

Target Group:

- Document Controllers
- Compliance Functions
- Head of Management
- Department Officers

Duration:

2 full days

No	Module	What will participants learn?
1.	Introduction to ISO 37001 and related Guidelines & Requirements	<ul style="list-style-type: none"> • Understanding the context and related legislation, • Understanding the purpose of Anti-Bribery Management System, • Understanding the principles of Anti—Bribery Management System ISO 37001:2016
2.	Documentation Development: Fundamentals	<ul style="list-style-type: none"> • Determine Context of Organisation requirements • Determine Policy related to Anti-Corruption Anti-Bribery Management System • Determine Roles, Responsibilities and Authorities requirements • Determine Relationship of key functional parties within the organisation • Determine Corruption Risk Register with related requirements

No	Module	What will participants learn?
3.	ISO 37001 requirements and resources	<ul style="list-style-type: none"> • Determine the ISO 37001 requirements and resources needed
4.	Documentation Development: Risk-based Approach	<ul style="list-style-type: none"> • Determine Objectives, Action Plans and Key Performance for ISO 37001 • Determine Supporting Documentation: Competency, Employment Process, Awareness, Document Control & Communications
5.	Documentation Development: Operations	<ul style="list-style-type: none"> • Determine Financial Controls • Determine Non-Financial Controls • Determine Business Associates Controls • Determine Guidelines, Codes and Crisis Management • Determine Detection & Raising Concerns
6.	Documentation Development: Monitoring, Evaluation & Improvement	<ul style="list-style-type: none"> • Determine Monitoring & evaluation • Determine Continual Improvement • Determine Management Reviews