



COMPLIANCE INSTITUTE

SOUTHERN AFRICA

Course Outline

A practical guide to compliance communication and report writing

Overview:

The training is aimed at assisting compliance officers and compliance related personnel to obtain critical skills relating to business communication, but with specific focus on the various types of required compliance reporting.

The training will provide a theoretical basis for communication and report writing, but the focus will be on report writing and practical execution thereof, based on fictitious scenarios. Candidates will be able to learn through compiling reports and then critically analysing the product.

Who should attend:

It is the intention to aim the training at compliance officers that are either entering the compliance world, who are:

- Administrative personnel in compliance areas with recording and reporting responsibilities, but do not formally act as compliance officers;
- Compliance officers with limited (1-2 years) compliance experience;
- Compliance officers that have had single focused purpose/s (i.e. monitoring) and would like to progress their careers to more generalised compliance activities; and
- More experienced compliance officers who would like to brush up on best practice communication and reporting standards.

Format of the course

- The training is held in a classroom style, either virtually or face-to-face.
- Theoretical training, combined with a practical component. The intention of the practical activities will be to consider examples based on simulated scenarios, ensuring an understanding of the desired outcome per example and feedback will be provided on where the candidate's report could be lacking.
- The training will consist of two four-hour sessions, ensuring sufficient time between the two allocated days to allow for practical work to be completed.

Duration:

- 2 days of 4 hours per session;
- The 2 days are not concurrent to allow for time for the practical exercise to be done after day 1 and be presented on day 2.



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- 8 hours.

Price:

- Refer to the advertised event for current pricing.

Bio of presenter/s:

Henriëtte du Plessis



- Henriëtte du Plessis is in the employ of HdP Consulting Services (Pty) Ltd and also acts as a consultant to the Compliance Institute of Southern Africa.
- In addition to Compliance and Corporate Governance Certificates (UJ), she has a legal background (BLC (UP), LLB(UP) and LLM (UJ)) and has been awarded the CI SA's Compliance Practitioner designation (CPrac (SA)).
- She has been a compliance officers for the last 20 years and gained her compliance reporting experience in various levels of large corporates as well as being an independent compliance consultant.
- Her experience also extends to corporate governance.