



Institute for Capacity Development (ICD)

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Corporate Compliance Training

Course Objectives

On completion of the course participants should be able to:

- Apply principles of good governance to the work place
- Link organizational success to good corporate governance
- Apply professional and business ethics in the day to day running of business
- Educate employees on relevant laws and regulations
- Promote a culture of compliance throughout the organization
- Prevent and detect wrongdoing
- Minimize the risk of legal and reputational harm
- Ensure ongoing compliance with changing regulations and laws

Target Groups

- Compliance Officers and managers
- Senior managers and supervisors
- Departmental heads
- Directors,
- Chief Executive Officers,
- Legal Officers and Company Secretaries
- Management Consultants

Course Outline

- Management and Leadership
- Principles and Pillars of Governance
- Introduction to Corporate Compliance
- Overview of corporate compliance and its importance
- Types of compliance risks and how to identify them
- Compliance and its importance in a business environment
- Developing/updating compliance policies and frameworks/charters
- Compliance Laws and Regulations

- Anti-corruption laws
- Antitrust laws
- Employment laws
- Compliance Governance
- Compliance Processes and Activities
- Codes of Conduct and Ethics
- Ethics and Compliance in Leadership
- Developing a Compliance Culture
- Overview of compliance risk assessment tools and techniques
- Reporting and Investigating Compliance Incidents
- Overview of compliance incident reporting and investigation procedures
- Whistleblower policies and protections
- Processes for reporting compliance violations
- Sector-Specific Compliance
- Role of government agencies and regulatory bodies
- Consequences of non-compliance (fines, penalties, legal action)
- Overview of data protection laws (e.g., GDPR, CCPA)
- Identifying personal data and understanding consent
- Data security measures
- Employee responsibilities for maintaining data privacy
- Anti-Harassment and Discrimination
- Company policies on harassment prevention and reporting
- Overview of OSHA and workplace safety standards
- Employee safety responsibilities and reporting mechanisms
- The compliance risk management framework
- Establishing policies and procedures
- What is a Compliance Risk Management Plan (CRMP)?
- Compliance monitoring
- Action planning

Dates: 17th – 28th March 2025

Duration: 2 Weeks

Course Costs: US\$2850/delegate

Venue: Kigali, Rwanda