



**Conducting Internal Investigations
16 CPE's
May 17-18, 2017**

Are you called upon by your employer to investigate instances of fraud, waste and abuse both within your parent company and within related business affiliates? A well run internal investigation can enhance an enterprise's well-being and can help detect the source of lost funds, identify responsible parties and recover losses. It can also provide a defense to legal charges by terminated or disgruntled employees. But perhaps most importantly, an internal investigation will signal to other employees that the company will not tolerate fraud.

This seminar will prepare you for every step of an internal investigation into potential fraud, from receiving the initial allegation to testifying as a witness. Learn to lead an internal investigation with accuracy and confidence by gaining knowledge about the key various topics, such as relevant legal aspects of internal investigations, using computers in an investigation, collecting and analyzing internal information, interviewing witnesses and writing reports.

You Will Learn How To:

- Assess the risk of fraud within your organization and respond when it is identified
- Detect and investigate internal frauds with the use of data analytics
- Collect documents and electronic evidence needed in the course of an investigation
- Perform effective information gathering and admission seeking interviews
- Discern legal and regulatory concerns related to internal investigations

Who Should Attend:

- Internal and external auditors, attorneys, legal professionals and law enforcement personnel
- Controllers and corporate managers
- Detectives and private investigators
- Governance, risk management and compliance officers and investigators
- IT professionals
- Loss prevention and security professionals
- Certified Fraud Examiners and other anti-fraud professionals

	<i>Day 1 – May 17,2017</i>
	Conducting Internal Investigations
7:30-8:00 a.m.	Registration and Continental Breakfast
8:00-9:20 a.m.	Introduction to Internal Investigations In this opening session, you will learn about the foundations of the internal fraud examination process.
9:20-9:35 a.m.	<i>Break</i>
9:35-10:35 a.m.	Legal Considerations During Internal Investigations Prior to initiating an investigation, Certified Fraud Examiners must be aware of the myriad legal concerns and regulations that might be relevant in the course of conducting an internal fraud examination.
10:55-11:10 a.m.	<i>Break</i>
11:10 a.m.-12:30 p.m.	Planning an Internal Investigation This session will provide strategies for planning an internal fraud investigation and insight on selecting members of your investigative team.
12:30-1:30 p.m.	<i>Lunch (You will be on your own for lunch)</i>
1:30-2:50 p.m.	Investigating Internal Fraud Using Data Analytics As data analysis is an integral element of modern fraud detection and investigation, this session will provide an understanding of how it can be one of the most powerful tools in an internal investigator's repertoire.
2:50-3:05 p.m.	<i>Break</i>
3:05-4:25 p.m.	Emerging Technological Trends This session will cover several emerging technological trends- such as BYOD, cloud computing, and social media, and their potential effects on the investigative process.

	Day 2 – May 18, 2017
	Conducting Internal Investigations
7:30-8:00 a.m.	Continental Breakfast
8:00-9:20 a.m.	<p>Internal Evidence Retrieval</p> <p>This session will detail the process of retrieving internal documents and electronic evidence while maintaining a proper chain of custody.</p>
9:20-9:35 a.m.	Break
9:35-10:55 a.m.	<p>External Evidence Retrieval</p> <p>This session will provide insight regarding the collection of evidence from external sources ranging from public records to undercover operations.</p>
10:55-11:10 a.m.	Break
11:10 a.m.-12:30 p.m.	<p>Information Gathering Interviews</p> <p>This session will concentrate on the various forms of information-gathering interviews and help you to understand which type of questions to ask and when to ask them.</p>
12:30-1:30 p.m.	Lunch (You will be on your own for lunch)
1:30-2:50 p.m.	<p>Admission Seeking Interviews</p> <p>When the investigation has progressed to the point where a suspect has been identified and all relevant evidence has been collected, the investigation moves to the admission-seeking interview phase. This section will guide you through the strategies needed to obtain an admission of guilt and a signed confession.</p>
2:50-3:05 p.m.	Break
3:05-4:25 p.m.	<p>Concluding the Investigation</p> <p>This section will guide you through the report writing process and explain post-investigation scenarios such as presenting your case to a prosecutor and testifying as a fact witness.</p>

GERARD M. ZACK, CFE, CPA, CIA, CCEP
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Gerard Zack has provided fraud prevention and investigation, forensic accounting, and internal and external audit services for more than 30 years. He has worked with commercial businesses, not-for-profit organizations, and government agencies throughout North America and Europe. Prior to starting his own practice in 1990, Gerry was an audit manager with a large international public accounting firm. As founder and president of Zack, P.C., he has led numerous fraud investigations and designed customized fraud risk management programs for a diverse client base. Through Zack, P.C., he also provides outsourced internal audit services, compliance and ethics programs, enterprise risk management, fraud risk assessments, and internal control consulting services. For more information about Zack, P.C., go to www.zackpc.com. Gerry also has served as Chief Operating and Compliance Officer for an international organization based in Washington, DC.

Mr. Zack is a Certified Fraud Examiner (CFE) and Certified Public Accountant (CPA) and has focused most of his career on audit and fraud-related services. Gerry serves on the faculty of the Association of Certified Fraud Examiners (ACFE) and is the 2009 recipient of the ACFE's James Baker Speaker of the Year Award. He is also a Certified Internal Auditor (CIA) and a Certified Compliance and Ethics Professional (CCEP).

Gerry is the author of *Financial Statement Fraud: Strategies for Detection and Investigation* (published 2013 by John Wiley & Sons), *Fair Value Accounting Fraud: New Global Risks and Detection Techniques* (2009 by John Wiley & Sons), and *Fraud and Abuse in Nonprofit Organizations: A Guide to Prevention and Detection* (2003 by John Wiley & Sons). He is also the author of numerous articles on fraud and teaches seminars on fraud prevention and detection for businesses, government agencies, and nonprofit organizations. He has provided customized internal staff training on specialized auditing issues, including fraud detection in audits, for more than 50 CPA firms. He is a frequent speaker at national conferences, including the Annual Conference of the ACFE, the AICPA Not-for-Profit Industry Conference, and numerous other conferences.

Gerry also is the founder of the Nonprofit Resource Center, through which he provides anti-fraud training and consulting and online financial management tools specifically geared toward the unique internal control and financial management needs of nonprofit organizations. For more information about NRC, go to www.nonprofitresource.com.

Mr. Zack earned his M.B.A at Loyola University in Maryland and his B.S.B.A at Shippensburg University of Pennsylvania. He can be contacted at (301) 987-0287 or by email at Gerry@zackpc.com.