

***The Lansing Chapter of the
Association of Certified Fraud Examiners***



Virtual Spring Fraud Conference

Conducting Internal Investigations

Presented by Janet M. McHard, CFE, CPA

Monday, May 3, 2021
Tuesday, May 4, 2021
& Wednesday, May 5, 2021

Attendance is limited by the ACFE, so please register early!



| CONFERENCE DETAILS | |
|---------------------|---|
| Registration Login: | 9:45 am |
| Times: | *see Course Outline |
| Conference Fee: | \$200 Chapter Members, \$235 non-members |
| Registration: | Through Wednesday, April 28, 2021 |
| CPE Credit: | 16 Hours (3 days) |

CONDUCTING INTERNAL INVESTIGATIONS

| MAY 3, 2021 | |
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| 10:00 a.m. - 11:20 a.m. | <p>Introduction to Internal Investigations</p> <p>In this opening session, you will learn about the foundations of the fraud examination process</p> |
| 11:20 a.m. - 11:35 a.m. | Break |
| 11:35 a.m. - 12:55 p.m. | <p>Legal Considerations During Internal Investigations</p> <p>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.</p> |
| 12:55 p.m. - 1:10 p.m. | Break |
| 1:10 p.m. - 2:30 p.m. | <p>Planning an Internal Investigation</p> <p>This session will provide strategies for planning an internal fraud investigation and insight on selecting members of your investigative team.</p> |

| MAY 4, 2021 | |
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| 10:00 a.m. - 11:20 a.m. | <p>Investigating Fraud Using Data Analytics</p> <p>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 investigator's repertoire.</p> |
| 11:20 a.m. - 11:35 a.m. | Break |
| 11:35 a.m. - 12:55 p.m. | <p>Emerging Technological Trends</p> <p>This session will cover several emerging technological trends—such as BYOD, cloud computing, and social media—and their potential effects on the investigative process.</p> |
| 12:55 p.m. - 1:25 p.m. | Lunch |
| 1:25 p.m. - 2:45 p.m. | <p>Internal Evidence Retrieval</p> <p>This session will detail the process of retrieving internal</p> |

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| | documents and electronic evidence while maintaining a proper chain of custody. |
| 2:45 p.m. - 3:00 p.m. | Break |
| 3:00 p.m. - 4:20 p.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 covert operations.</p> |

| MAY 5, 2021 | |
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| 10:00 a.m. - 11:20 a.m. | <p>Information-Gathering Interviews</p> <p>This session will concentrate on various forms of information-gathering interviews and help you to understand which type of questions to ask and when to ask them.</p> |
| 11:20 a.m. - 11:35 a.m. | Break |
| 11:35 a.m. - 12:55 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> |
| 12:55 p.m. - 1:10 p.m. | Break |
| 1:10 p.m. - 2:30 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 witness.</p> |

Lansing Chapter of the ACFE

Virtual Spring Fraud Conference: May 3-5, 2021

Conducting Internal Investigations

Presented by Janet McHard, CFE, CPA

Conducting an internal investigation can be a difficult task. An investigation into employee wrongdoing can be costly, disruptive, and time-consuming; and can lead to a variety of legal problems and other unexpected complications if it is not conducted with the utmost care and confidentiality. However, a well-run internal investigation can enhance a company's overall 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 important, an internal investigation will signal to other employees that the company will not tolerate fraud.

Conducting Internal Investigations will prepare you for every step of an internal investigation into potential fraud, from receiving the initial allegation to testifying as a witness. In this course, you will learn how to lead an internal investigation with accuracy and confidence by gaining knowledge about various topics, such as relevant legal aspects of internal investigations, using computers in an investigation, collecting and analyzing internal and external information, interviewing witnesses, and writing reports.

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*Questions? Please e-mail: president@lansingacfe.com or
vicepresident@lansingacfe.com*

Register Online: www.lansingacfe.com

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