

Activity 7-2. Half-Day Compliance Workshop: Sample Agenda.

Pretest

Unit 1: Introduction

Why Now? Overview of the Strategy Behind Compliance Changes
The Sarbanes-Oxley Act and Personal Responsibility/Liability

Unit 2: Financial Compliance

Effects on Accounts Receivable, Accounts Payable, and Payroll Systems

Unit 3: Supervision Compliance

Documenting Performance Improvement
Promotions, Bonuses, and Raises
Dismissal Procedure
Systems Impact

Unit 4: External Vendors

Contacting Vendors
Requests for Proposals, Proposals, Work Orders, and Contracts
Working With Contractors
Systems Impact

Unit 5: Personal Confidentiality

Non-Compete and Nondisclosure Contract Clauses
Ownership of Proprietary Materials

Posttest