

Activity 7-1. The 2-Day Compliance Workshop: Sample Agenda.

Pretest

Unit 1: Introduction

Introduction by Executive Sponsor
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
Reporting Expenses and Assets
Accruing Dollars
Systems Impact

Unit 3: Supervision Compliance

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

Unit 4: External Vendors

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

Unit 5: The Public Face

Public Relations Compliance
Media Compliance
Working With the Public Relations and Legal Departments

Unit 6: Personal Confidentiality

Non-Compete and Nondisclosure Contract Clauses
Ownership of Proprietary Materials

Unit 7: Train-the-Trainer

How People Learn
How People Remember
Using Lecture as a Last Resort

Posttest