



Fiduciary Fundamentals: The ACSP Essential Skills Programme for Professional Development

3 March 2010 2 pm – 4.30 pm	Identifying and evaluating key risks. Designing and implementing an effective compliance framework Coffee, sandwiches and registration from 1.30 pm, Upper Hall, Loch Promenade Church, Douglas.
4 March 2010 12 noon – 2.30 pm FULLY BOOKED	Identifying and evaluating key risks. Designing and implementing an effective compliance framework FULLY BOOKED Coffee, sandwiches and registration from 11.30 am, Upper Hall, Loch Promenade Church, Douglas.
13 May 2010 12 noon – 2.30 pm	Preparing for a Commission visit and handling enforcement action Coffee, sandwiches and registration from 11.30 am, Keyll Darree lecture theatre, new Noble's hospital site.
23 June 2010 12 noon – 2.30 pm	Anti money laundering update Coffee, sandwiches and registration from 11.30 am, Keyll Darree lecture theatre, new Noble's hospital site.
8 July 2010 12 noon – 2.30 pm	Human factors in risk management Coffee, sandwiches and registration from 11.30 am, Upper Hall, Loch Promenade Church, Douglas.
9 September 2010 12 noon – 2.30 pm	Introduction to corporate governance Coffee, sandwiches and registration from 11.30 am, Keyll Darree lecture theatre, new Noble's hospital site.
21 October 2010 12 noon – 2.30 pm	The company director and the law; ensuring an effective board Coffee, sandwiches and registration from 11.30 am, Keyll Darree lecture theatre, new Noble's hospital site.
2 December 2010 12 noon – 2.30 pm	Leadership and culture Coffee, sandwiches and registration from 11.30 am, Keyll Darree lecture theatre, new Noble's hospital site.

Thanks to generous DTI support this programme is £50 per session for ACSP members and £75 per session for non members. Discounts for multiple bookings, 5 places for the price of 4 when booked together.

Ten working days notice is required to cancel a place. Staff from the same firm may be substituted at any time.

For further details please contact Antonia King at aking@acsp.co.im or on 830253.

To book places please return the form on the next page with payment to Antonia King at ACSP, PO Box 175, 12-14 Finch Road, Douglas, IM99 1TT



Fiduciary Fundamentals: The ACSP Essential Skills Programme for Professional Development

The aim of this programme is to enhance Isle of Man finance industry staff understanding of the dynamics and risks facing the corporate service provider (CSP) professional in the offshore environment.

This essential skills programme is written and delivered by practitioners for practitioners. It is full of practical advice and invaluable insights that complement clear explanations of high level concepts. The target audience is the CSP professional with up to ten years experience, as well as compliance officers, MLROs, and other risk professionals as well as any other senior staff wishing to ensure they are best prepared to deal with the rigours of the role of the professional fiduciary.

Delegates can choose to undertake the entire programme or individual elements of it. Firms will be able to substitute members of staff for maximum flexibility.

Each session will represent three hours continuous professional development (CPD), after taking into account additional reading. Certificates of attendance will be available on request. Please note, all BakerPlatt/Forward training courses are certified for CPD purposes by the following institutions: ICSA, ACCA, The English Law Society and the International Compliance Association.

The programme will be delivered by BakerPlatt/Forward lecturer Jo French. BakerPlatt is a niche offshore law firm specialising in only two practice areas: Financial Crime & Regulatory law and Trusts and Commercial Litigation. Within three years of its establishment the firm was recommended across three practice groups by the Legal 500 (2006 edition) which in addition said *"BakerPlatt provides competitive pricing by quickly getting to the point"* and *"Clients give the firm high marks for its rapid response times and all-round expertise"*. Forward, the training arm of BakerPlatt runs over 400 training events across ten jurisdictions globally. Each of its training events is accredited by ICSA, ACCA, the English Law Society and the International Compliance Association. In addition to its own programs, Forward runs examined training programs for ICSA and the ICA and the Institute of Directors. Forward trainers have also previously lectured on a variety of additional examined programs including ACIB, ACCA, CAT, STEP and the Manchester Business School MBA.

Jo French has worked in offshore financial services since 1988, and in 1991 qualified as a Chartered Secretary. The Institute of Chartered Secretaries and Administrators is at the vanguard of Corporate Governance education and promotion. In 1999 Jo joined BPP Professional Education as a senior lecturer and ICSA Programme manager where her students won many of the international prizes. In recognition of her work in developing the ICSA Certificate and Diploma in Offshore Administration she was made a Fellow of the Institute of Chartered Secretaries in 2002. A committed educationalist, Jo obtained a First Class Law Degree in 2005 (LLB), facilitated through the Open University. She also achieved a certificate in post graduate studies through the University of London LLM programme.

The Programme

Identifying and evaluating key risks. Designing and implementing an effective compliance framework. Two sessions 3 or 4 March 2010

3 March 2010 2 pm – 4.30 pm Upper Hall, Loch Promenade Church, Douglas. Coffee, sandwiches and registration from 1.30 pm. OR

4 March 2010 12 noon – 2.30 pm Upper Hall, Loch Promenade Church, Douglas. Coffee, sandwiches and registration from 11.30 am.

- What is risk?
- Identifying and prioritising risks.
- Recognising that KYC should not be synonymous with reduction of money laundering risk solely, but management of all risks.
- Myth of the "business prevention officer", analysing the Compliance Officer's role, the MLRO, Internal Audit and relationship with the Board.
- Impact of recent Court decisions.
- Analysing legal and regulatory rules.
- Designing control and procedures.
- Generating management information.
- Creating an effective compliance culture.
- Monitoring.

Preparing for a Commission visit and handling enforcement action 13 May 2010

13 May 2010 12 noon – 2.30 pm Keyll Darree lecture theatre, new Noble's hospital site. Coffee, sandwiches and registration from 11.30 am.

- Types of visit and what to expect
- Preparing staff and management
- Common pitfalls and how to avoid them

- Managing the risk of document destruction and creation.
- Responding to production orders.
- Avoiding fishing expeditions.
- Managing an internal investigation.
- Issues arising during an inspection process.
- Responding to asset seizure attempts.
- Case studies.

Anti money laundering update 23 June 2010

23 June 2010 12 noon – 2.30 pm Keyll Darree lecture theatre, new Noble’s hospital site. Coffee, sandwiches and registration from 11.30 am.

- Dispelling the Myths about ML
- The new AML regime
- Case studies

Human Factors in Risk Management 8 July 2010

8 July 2010 12 noon – 2.30 pm Upper Hall, Loch Promenade Church, Douglas. Coffee, sandwiches and registration from 11.30 am.

- Understanding the importance of human error in procedures driven environments and the barriers this presents to effective leadership.
- Common human factor problems.
 - Steep authority gradients
 - Reliance vacuums
 - Dominant individuals
- Identifying and addressing human factors issues.
- Developing an effective compliance and governance culture.

Introduction to Corporate Governance 9 September 2010

9 September 2010 12 noon – 2.30 pm Keyll Darree lecture theatre, new Noble’s hospital site. Coffee, sandwiches and registration from 11.30 am.

- History of corporate governance.
- Why the need for good governance has developed
- Internal company dynamics
- Managing the tensions between directors and shareholders
- Principles of Corporate Governance
- CSR
- Whistle blowing
- Governance failures – past and recent case studies

The Company Director and the Law and Ensuring an Effective Board 21 October 2010

21 October 2010 12 noon – 2.30 pm Keyll Darree lecture theatre, new Noble’s hospital site. Coffee, sandwiches and registration from 11.30 am.

- Defining the role of the Director.
- What type of Director are you?
- What risks do you face?
- What duties do you owe?
- The composition of the board for effective governance.
- The use of committees in corporate Governance.
- Board induction, training and succession.
- Non executive directors (NED) – understanding the role of the NED; Independent and Non Independent NEDs; How to choose an NED; How to assess the performance of an NED; Common failings of NEDs; Higgs enquiry.

Leadership and Culture 2 December 2010

2 December 2010 12 noon – 2.30 pm Keyll Darree lecture theatre, new Noble’s hospital site. Coffee, sandwiches and registration from 11.30 am.

- What makes a good leader?
- The importance of “Tone from the top”
- Ensuring effective management information systems
- Management barriers
- Creating the values.
- Embedding a Corporate governance culture.
- The lessons from Enron and other corporate scandals.