

With practical skills, You succeed



Investigative Report Writing Training

About this Course

Communicating your findings is an important part of the fraud examination process. Whether working with a client or as part of an internal investigation A written report provides a record of the investigation's results and builds credibility for your work.

Learning Outcomes

- Assess your audience and plan your report
- Organize your report content to maximize readability
- Incorporate visual aids to illustrate key points
- Identify and address relevant legal issues in report writing
- Write effective expert-witness reports
- Avoid common mistakes when preparing reports

Course Outline

Topic 1: Introduction

- o Key Aspects of the report
- o Types of reports
- o Investigative report structure
- o Avoiding common mistakes in reports
- o Organising the documents
- o Analysing the reader

Topic 2: Planning the report

- o Submitting the report
- o Using the checklist to appraise and edit the report
- o Writing the report
- o Arriving at a conclusion, with a call to action
- o Analysing the data and information
- o Obtaining or producing the data
- o Creating the structure of the report
- o Visualising who the reader will be
- o Fully understanding the brief

Topic 3: Writing Fraud Examination Reports

- o Organization of the report
- o Components of a fraud report
- o Use of visual aids in report writing

Topic 4: Writing Expert Witness Reports

- o Different types of expert witness reports
- o Components of expert witness reports
- o Best practices for writing expert witness reports.
- o Presenting a case to prosecutors

Topic 5: Improving writing skills

This session will help you brush up on your grammar, develop your professional writing style, and avoid common mistakes that can undermine the professionalism of your written communications.

Target Audience

- Fraud Examiners and other anti-fraud professionals
- Business professionals who conduct interviews
- Attorneys, legal professionals and law enforcement personnel
- Controllers and corporate managers
- Detectives and private investigators
- Governance, risk management and compliance officers
- Internal and external auditors, CPAs, CAs and forensic accountants
- Loss prevention and security professionals
- Business professionals, educators and students interested in the anti-fraud field

Date: 30th November, 2018

Duration and Pricing

Duration: 1 Day

Pricing: UGX.500,000

For Inquiries, booking and more information,

Call Admissions on 0393517236/0784270586 or 0784270486 Email: admissions@forensicsintitute.org