



Whistleblower Management: Principles and Implementation

Course Introduction:

The **Whistleblower Management: Principles and Implementation** course is designed to equip participants with the knowledge and skills necessary to establish, manage, and enhance an effective whistleblower management system within their organizations. In an era where transparency and ethical conduct are paramount, organizations must create safe environments for employees to report misconduct without fear of retaliation.

This course will provide a comprehensive overview of the principles of whistleblowing, including the legal frameworks that protect whistleblowers and the ethical imperatives driving the need for robust whistleblower policies. Participants will learn about the key components of a successful whistleblower program, including designing policies, establishing reporting channels, and fostering a culture of openness.

Course Objectives:

Upon the successful completion of this course, each participant will be able to:-

- ✓ Understand the principles and importance of effective whistleblower management.
- ✓ Learn to design, implement, and evaluate a whistleblower management system.
- ✓ Develop skills for investigating reports and fostering a culture of openness.

Who Should Attend?

- Compliance officers and managers
- Human resources professionals
- Risk management personnel
- Legal and ethics officers

Course Outline:

Day 1: Introduction to Whistleblower Management

- **Morning Session:**
 - **Understanding Whistleblowing**
 - Definitions and concepts of whistleblowing
 - Historical context and significance
 - Types of whistleblowing (internal vs. external)
- **Afternoon Session:**
 - **Legal Frameworks and Obligations**
 - Overview of relevant laws and regulations (e.g., Sarbanes-Oxley, Dodd-Frank)

- Whistleblower protections and rights
- Case studies of whistleblower legislation impacts

Day 2: Designing a Whistleblower Management System

- **Morning Session:**
 - **Key Components of a Whistleblower Program**
 - Developing a comprehensive whistleblower policy
 - Establishing reporting channels (anonymous vs. non-anonymous)
 - Roles and responsibilities in managing reports
- **Afternoon Session:**
 - **Creating a Supportive Environment**
 - Fostering a culture of openness and trust
 - Addressing barriers to reporting

Day 3: Implementation and Communication Strategies

- **Morning Session:**
 - **Training and Awareness Programs**
 - Developing training materials for employees and management
 - Best practices for effective training sessions
 - Engaging leadership in promoting the program
- **Afternoon Session:**
 - **Communication Strategies**
 - Crafting messages to encourage reporting
 - Using multiple channels for communication (intranet, newsletters)
 - Workshop: Creating a communication plan to promote the whistleblower program

Day 4: Investigating Reports and Ensuring Protection

- **Morning Session:**
 - **Investigation Procedures**
 - Best practices for investigating whistleblower reports
 - Maintaining confidentiality and impartiality during investigations
 - Documentation and tracking of investigations
- **Afternoon Session:**
 - **Responding to Findings**
 - Implementing corrective actions based on investigation outcomes

- Protecting whistleblowers against retaliation
- Workshop: Developing an investigation protocol and response plan

Day 5: Monitoring, Evaluation, and Continuous Improvement

- **Morning Session:**
 - **Monitoring Effectiveness**
 - Key performance indicators (KPIs) for whistleblower programs
 - Gathering and analyzing feedback from whistleblowers
 - Conducting regular reviews of the whistleblower management system
- **Afternoon Session:**
 - **Continuous Improvement**
 - Strategies for ongoing enhancement of the whistleblower program
 - Workshop: Creating an improvement plan based on evaluation findings
 - Course wrap-up, feedback session, and Q&A

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Fees:

To be advised as per course locations. This rate includes participant's manual, Hand-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

