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# **Table of Contents: ISO 37001:2025**

## **Lead Implementer Training Program**

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**Duration: 40 Hours (5 Sessions)**

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### **OUTLINES**

#### **Day 1 (8 Hours) – Foundations of Anti-Bribery & ISO 37001:2025**

##### **Session 1: Understanding Bribery and Ethical Governance**

- Definition and forms of bribery and corruption
- Causes, impact, and real-world case scenarios
- Overview of global anti-bribery regulations and frameworks
- Importance of ethical culture in organizations

##### **Session 2: Introduction to ISO 37001:2025**

- Purpose and scope of ISO 37001
- Key concepts of Anti-Bribery Management System (ABMS)
- Benefits of implementing ISO 37001
- Principles of anti-bribery compliance

##### **Session 3: Structure of ISO Standards (Harmonized Structure - HLS)**

- Overview of ISO High-Level Structure (HLS)
- Clauses 1–3: Scope, Normative References, Terms & Definitions
- Integration with other ISO standards (ISO 9001, ISO 14001, etc.)

## **Session 4: Overview of ABMS Roles & Responsibilities**

- Roles of top management, compliance function, and employees
  - Anti-bribery governance framework
  - Accountability and reporting structure
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## **Day 2 (8 Hours) – Organizational Context, Leadership & Risk Assessment**

### **Session 1: Understanding Organizational Context**

- Internal and external issues affecting ABMS
- Identifying organizational boundaries and applicability

### **Session 2: Interested Parties & Compliance Obligations**

- Identifying stakeholders and their expectations
- Legal, regulatory, and contractual requirements

### **Session 3: Leadership & Anti-Bribery Policy**

- Leadership commitment and tone at the top
- Establishing and communicating anti-bribery policy
- Roles, responsibilities, and authorities

### **Session 4: Bribery Risk Assessment**

- Risk-based thinking approach
- Risk identification, analysis, and evaluation
- Risk prioritization techniques

### **Session 5: Due Diligence**

- Due diligence for business associates and third parties
  - Risk-based screening and evaluation methods
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## **Day 3 (8 Hours) – Planning, Support & Documentation**

### **Session 1: ABMS Planning**

- Setting anti-bribery objectives
- Planning actions to address risks and opportunities

## **Session 2: Resource Management & Competence**

- Allocation of resources
- Defining roles within ABMS
- Competence, training, and awareness programs

## **Session 3: Communication Framework**

- Internal communication strategies
- External communication protocols
- Confidentiality and reporting considerations

## **Session 4: Documented Information**

- Creating and controlling ABMS documentation
  - Record management and retention policies
  - Document control best practices
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# **Day 4 (8 Hours) – Operational Controls & Implementation**

## **Session 1: Operational Planning & Control**

- Designing anti-bribery controls
- Embedding ABMS into business processes

## **Session 2: Financial & Non-Financial Controls**

- Financial transaction controls
- Non-financial controls and segregation of duties

## **Session 3: Business Practices & Controls**

- Gifts, hospitality, donations, and sponsorships
- Procurement and contractual controls

## **Session 4: Reporting & Whistleblowing Mechanisms**

- Establishing reporting channels
- Protection of whistleblowers
- Confidentiality and anonymity

## **Session 5: Investigation & Handling of Incidents**

- Managing bribery allegations
- Investigation procedures and documentation

- Disciplinary actions and escalation
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## **Day 5 (8 Hours) – Performance Evaluation, Improvement & Certification Readiness**

### **Session 1: Monitoring & Measurement**

- Evaluating ABMS effectiveness
- Key performance indicators (KPIs)

### **Session 2: Internal Audit**

- Internal audit planning and execution
- Audit techniques and reporting

### **Session 3: Management Review**

- Inputs and outputs of management review
- Decision-making and improvement actions

### **Session 4: Nonconformity & Corrective Actions**

- Identifying nonconformities
- Root cause analysis
- Corrective action implementation

### **Session 5: Lead Implementer Role & Certification Preparation**

- Responsibilities and competencies of a Lead Implementer
  - ABMS implementation roadmap
  - Integration with other management systems
  - Preparing for certification audit (Stage 1 & Stage 2)
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