

Practical Interview Skills

**Learn. Discuss.
Develop. Practice.**

When

Tuesday 21 November

or

Tuesday 28 November 2023

9am-1pm

Where

Grant Thornton,
8/F, Lee Garden Two
28 Yun Ping Road
Causeway Bay
Hong Kong
(MTR Exit F1)

Language

Presented in English supplemented
by Cantonese.

Prices

ACFE members and associate
organisations HK\$3500

Non-members HK\$4000

Full details of pricing is shown on
the registration form.



www.hkacfe.com

This 4-hour workshop builds on the success and interest in ACFE's June 2023 presentation "The Interview". This course will reintroduce the PEACE method applied through cognitive interviewing. Through exercises and discussion the course will offer method and strategy to produce the best results for both the interviewer and person being interviewed.

To bring a successful investigation to the point where disciplinary action, civil litigation or criminal prosecution can be considered the interview is the final essential step. Considering the right approach and interview format are no less important than gathering documentary and computer evidence. There will always be a need to examine items with the help of someone with specialist knowledge, or to talk to the person most likely to have been responsible for the incident.

In the commercial environment PEACE investigative interviewing is a valuable tool that promotes ethical and efficient resolution of concerns within an organization. It requires both skilful investigation and interpersonal contact while maintaining an atmosphere of respect, neutrality, and empathy. The primary objective of PEACE investigative interviewing is to gather comprehensive and accurate information surrounding a potential conflict, misconduct, breach of regulations or law. By employing non-confrontational

techniques, such as active listening and open-ended questions, interviewers create an environment which encourages disclosure.

In this course we will examine and explore interview management and questioning strategies for the varied circumstances a corporate investigator or private consultant might encounter.

This course is designed and based on the professional training and experience of the instructors covering law enforcement, corporate in-house and private consulting investigations.

The workshop will include practical exercises including a small group discussion session where the instructors can offer participants practical suggestions for case management.

There will be a hands-on exercise for course members to practice questioning skills in near real-life conditions.

Course participant numbers are limited to 20 persons per session to maximise audience participation and discussion. Two dates are offered to allow maximum participation.

4 hours CPE credits will be available for this course

Presenter: Ian Barlow, CFE, Softly
Softly Consulting Limited

Ian Barlow is a security risk management consultant with specialist knowledge of fraud investigations gained during a career in the Commercial Crime Bureau of the Hong Kong Police, and working in Asia as a risk manager in the financial services and advanced technology industries. He is a Certified Fraud Examiner and board member of the Hong Kong Chapter of the Association of Certified Fraud Examiners, an ISACA Certified Information Security Manager, ASIS Certified Protection Professional, and a member of the Business Continuity Institute. He now works as an independent security risk management consultant.



Presenter: Kris Lee, CFE, Krisk
Forensic Solutions Consulting Services

Kris Lee has over 30 years of fraud and corruption investigation experience with a mixed career of law enforcement, in-house investigation/ compliance as well as private consulting. With the intensive professional training in the Independent Commission Against Corruption and tremendous experience in private sector, Kris has developed unique and effective skillset for interviews in fraud investigations with proven success. He is a Certified Fraud Examiner, a board member and the immediate past President of the Hong Kong Chapter of the Association of Certified Fraud Examiners. Kris is currently a private investigation consultant.

Registration & Payment Guide

- A maximum of 20 places are available for each session of this course.
- Seats will be reserved on a first come first-served basis and will be confirmed only after both a completed Registration Form and payment are received. Pricing is shown in the attached registration form.
- Substantial discounts are offered for members of the ACFE Hong Kong Chapter, ACFE members and members of associate organizations, including ASIS, ACCA, CIMA, HKICPA, IIA, ISACA, HKIoS, HKSI, HKAFA, iCFRO, GCFPA, CA ANZ.
- In addition to member discounts, participants are also entitled to a 5% discount for groups with at least 3 participants and 10% additional discounts for registration before 1st October 2023.

CPE Credits

- The four-hour session will earn 4 CPE points.
- Participants must attend the entire event to be eligible for CPE credits.

Terms and Conditions:

- Registration will be confirmed upon receipt of Registration Form and payment.
- Confirmation of the registration will be sent closer to the training date.
- Payment is non-refundable, but transfer to another person of the same category will be accepted.
- Participants may be refused admission if payment is not received prior to the event.
- A receipt for payment will be sent upon completion of the training course.
- The organisers reserve the right to substitute speakers and alter the programme for reasons beyond their control.
- Updated information about course arrangements will be available on www.hkacfe.com.
- CPE Points will be awarded for attendance confirmed by signing in on each day of the course

Weather:

- If Typhoon Signal No. 8 or Black Rainstorm Warning is in force **2 HOURS** before training is due to start the training course will be **RESCHEDULED**, and participants will be notified as soon as possible about revised arrangements.

How to Register

- 1) Register online at <https://www.hkacfe.com/training/>
- OR -
- 2) Complete and send the Registration Form and Payment to “Association of Certified Fraud Examiners Hong Kong Chapter Limited”:

By post:
GPO Box 8412, Central, HK
By fax: (852) 3019 2251
By email: events@hkacfe.com

How to Pay

- 1) **Online payment**
By Visa / Master via Paypal (available for online registration only; not applicable for group discount)
- 2) **By Direct Deposit:**
Pay to the Bank of East Asia
A/C No. 015-514-40-67876-7
Account Name: “**Association of Certified Fraud Examiners Hong Kong Chapter Limited**”
- 3) **By Cheque to:**
“**Association of Certified Fraud Examiners Hong Kong Chapter Limited**”

** No payment will be received or accepted without full name stated in the cheque and/or bank transfer and/or bank remittance documents.*

to: Association of Certified Fraud Examiners Hong Kong Chapter Limited
fax: (852) 3019 2251
email: events@hkacfe.com
post: GPO Box 8412, Central, Hong Kong

Categories of Participants / Preferred Date	
Preferred Date - Please choose one session and mark your selection	21st November 2023
<i>We may need to to move participants to an alternate date to ensure numbers balance between the classes</i>	28th November 2023
ACFE HK / ACFE Members / Members of ASIS, ACCA, CIMA, HKICPA, IIA, ISACA, HKIoS, HKSI, HKAFA, iCFRO, GCFPA. CA ANZ	HK\$3500
No. of Participants	
Sub-total:	
Non-Members	HK\$4000
No. of Participants	
Sub-total:	
5% Group Discounts (3 or more persons)	
10% Early Registration Discount for registration and payment before 1st October 2023	
GRAND TOTAL:	

Name:	Employer:
Email:	Phone:
Registration for: <input type="checkbox"/> 21st November - or - <input type="checkbox"/> 28th November <input type="checkbox"/> Member of ACFE HK / ACFE (non-HK Chapter) Member * (ACFE Membership No. _____) <input type="checkbox"/> Member of ASIS, ACCA, CIMA, HKICPA, IIA, ISACA, HKIoS, HKSI, HKAFA, iCRFO, GCFPA, CA ANZ * <i>* Please circle as appropriate</i> (Membership No. _____)	
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