



Planning a Training Event for Fraud Week

How to build engaging fraud awareness training for your organization



Start With Your Goal

Before choosing a topic or format, decide what you want your training event to accomplish.

Ask yourself:

- **Who** do we want to reach?
- **What** do we want attendees to take away?
- **How** much time can we realistically ask them to commit?
- **What** resources do we have available?
- **Who** needs to support or approve the event?



Keep it manageable: A focused event that employees can attend and engage with can be more effective than an ambitious program that is difficult to execute.

Get Leadership Buy-In

Leadership support can help you secure resources, encourage participation and give employees time to attend.

When making your case, be ready to explain:

- **Why** should your organization participate during Fraud Week?
- **Who** among your staff do you hope to reach?
- **What** type of event are you proposing?
- **What** do you need from leadership? (This could include staff time, promotion, meeting space, budget or visible support.)



Build on existing priorities: Connect your event to broader organizational goals and identify leaders who can champion the effort and encourage participation.

Get Internal Support

Depending on your organization, consider involving colleagues from other teams and departments who can help identify organizational needs, promote the event or even recommend speakers.

Start by asking what already exists. Your organization may have training, reporting resources or subject-matter experts you can build around.

Ask yourself:

- **Who** should participate in planning the training?
- **What** does the target audience already know about fraud?
- **Which** fraud risks are most relevant to their work?
- **What** policies, reporting channels or internal resources should employees know about?



**Think beyond
organization-wide training.**

You might pair a broad awareness session with targeted discussions for managers, leadership or teams facing specific fraud risks.

Define Your Focus

Choose a topic that is relevant to your audience and organization.

Some ideas include:

- **Awareness and Red Flags:** Build foundational fraud knowledge and help employees recognize warning signs.
- **Reporting and Response:** Help employees understand how to raise concerns and what happens next.
- **Fraud Risk and Prevention:** Examine vulnerabilities, controls and opportunities to strengthen prevention.
- **Technology and AI:** Consider how emerging technology is changing fraud risks and anti-fraud efforts.
- **Culture and Ethics:** Create conversations about ethical decision-making and the role culture plays in fraud prevention.



Choose Your Format

Decide how you would like employees to engage.

- **Lunch-and-Learn:** Deliver a short presentation or moderate a facilitated conversation.
- **Speaker or Panel:** Invite internal or external subject-matter experts.
- **Case Discussion:** Use a real-world example to prompt conversation.
- **Game or Quiz:** Make fraud awareness interactive.
- **Existing Training:** Use an established employee training program.
- **Weeklong Awareness:** Share short activities or resources throughout Fraud Week.



You can **combine formats** without building a full training program.

A speaker plus a short discussion and an interactive game can still spark curiosity and engagement.

Make Fraud Week Education Accessible

Think about how your intended audience actually works before defining the details.

Specifics to consider can include:

- **Timing:** Work schedules, shifts, busy periods and time zones.
- **Location:** In person, virtual or hybrid?
- **Length:** How much time can employees and managers realistically commit?
- **Access:** Does everyone have the technology, location and manager support needed to participate?
- **Alternatives:** Can employees unable to attend still access a resource or activity?



Sample Agenda: 90-Minute Session

-  10 min. Welcome and Why Fraud Awareness Matters
-  25 min. Selected Training Topic
-  20 min. Case Study or Discussion
-  20 min. Interactive Activity to Engage Attendees
-  10 min. Discuss Reporting Channels and Resources
-  5 min. Key Takeaways

Sample Agendas (Continued)

Half-Day (Three Hours)

- **Welcome and Context** (45 min.)
 - Fraud awareness and red flags.
 - Interactive discussion.
- **Break** (15 min.)
- **Focused Session** (60 min.)
 - Choose AI and technology, reporting, fraud risk or culture.
- **Interactive Group Activity** (45 min.)
- **Organizational Resources and Next Steps** (15 min.)

Full-Day (Six Hours Before Breaks)

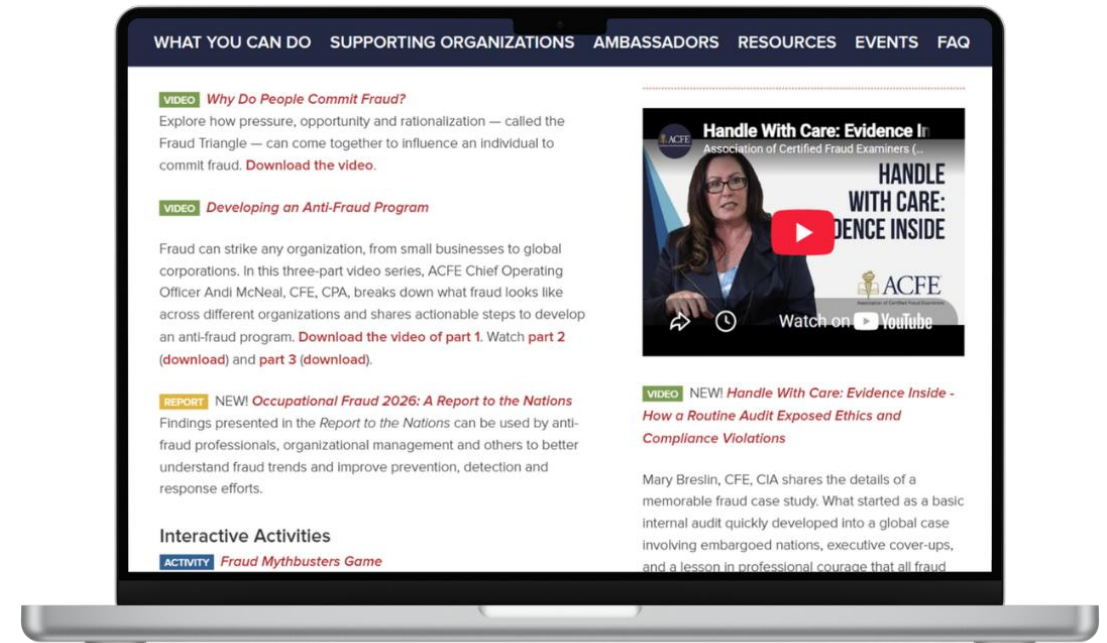
- **Morning** (90 min.)
 - Fraud awareness and red flags.
 - Case study and discussion.
- **Midday** (60 min.)
 - Interactive group activity and recap.
- **Afternoon** (180 min.)
 - Two focused, hour-long sessions.
 - Organizational application exercise.
- **Summary and Takeaways** (30 min.)
 - Reporting resources and next steps.

Use What's Already Available

Start with your goal and topic, then choose resources that support them.

FraudWeek.com offers free resources that can complement your event, including:

- Videos
- Infographics
- Games and activities
- Reports and research
- Downloadable fraud awareness materials
- Resources for promoting Fraud Week



Interested in More Comprehensive Training?

Organizations looking for a **ready-to-use employee training program** can receive customized support tailored to your needs with the ACFE's ***Employee Fraud Awareness Training***.

The program is designed to help employees at all levels understand occupational fraud, recognize warning signs and understand their role in fraud prevention.



Learn about fraud awareness training for your organization at **ACFE.com/EFAT**.