



RISK, COMPLIANCE AND AML TRAINING

Writing an Effective Compliance Report

3 day course

Classroom, online or in-house

Course overview

A compliance finding changes nothing until somebody with authority reads it, understands it and acts, and a great deal of good compliance work dies in the writing. This course covers that last step. Delegates work through structuring a report so the conclusion is visible in the first paragraph, evidencing a finding so it survives challenge from the person it implicates, and distinguishing fact from inference from opinion in a document that may later be read by a regulator or a court. Recommendations are treated as the point of the exercise: specific, owned, and framed so that completion can be verified. The course includes substantial practice on rewriting weak reports.

What you will learn

- Structure a report so the conclusion is visible immediately
- Evidence a finding so it survives challenge
- Separate fact, inference and opinion explicitly
- Write for a reader who will act rather than a file that will be stored
- Frame recommendations that are specific, owned and verifiable
- Handle findings that implicate senior individuals
- Write with the knowledge that a regulator may read it later

Who should attend

- Compliance officers and analysts
- AML and financial crime investigators
- Internal auditors
- Risk professionals writing for boards
- Regulatory reporting staff

Course outline

- 01 Why good compliance work dies in the writing
- 02 Structure and putting the conclusion first
- 03 Evidence and the standard a finding must meet
- 04 Fact, inference and opinion
- 05 Writing for a reader who will act
- 06 Recommendations that are specific and verifiable
- 07 Findings against senior individuals
- 08 Rewriting weak reports

Upcoming dates

Dates	Venue	Format	Fee per delegate
23 to 25 November 2026	Maseru, Lesotho	Classroom	R14,950
20 to 22 January 2027	Maputo, Mozambique	Classroom	USD 995
27 to 29 January 2027	Nairobi, Kenya	Classroom	USD 995
3 to 5 February 2027	Online	Online	R6,500



Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

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