ISO 37001:2016 IMPLEMENTING TRAINING

Course Title: ISO 37001:2016 Implementing Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training equips participants with the knowledge, tools and practical steps required to implement an Anti-Bribery Management System (ABMS) according to ISO 37001:2016. It explains the standard requirements, implementation stages, documentation needs, roles and responsibilities, risk assessment, due diligence, internal controls and monitoring mechanisms. Participants will learn how to build an ABMS from the ground up or strengthen an existing framework to meet certification expectations and enhance organisational governance.

OBJECTIVE(S):

- Understand ISO 37001 requirements for establishing, implementing and maintaining an ABMS.

- Learn ABMS planning, policy development and governance structures.

- Identify and assess bribery risks using ISO 37001 methodologies.

- Develop anti-bribery controls, due diligence processes and whistleblowing mechanisms.

- Establish documentation, procedures and record-keeping aligned with the standard.

- Implement monitoring, corrective actions and continual improvement processes.

- Prepare for internal audits and external certification.

- Enhance organisational integrity, accountability and compliance culture.

TARGET GROUP(S):

- Anti-Bribery and Integrity Teams
- ISO 37001 Implementation Committee
- Compliance, Governance and Risk Management Officers
- Legal, Procurement, Finance and HR Personnel
- Internal Auditors and Management Representatives
- Managers and Executives involved in ABMS operations
- Anyone responsible for anti-bribery controls or certification planning

ENTRY REQUIREMENT(S):

- Able to read, write and communicate verbally in Malay/English

TOPIC(S):

1. Introduction to ISO 37001 and ABMS Fundamentals
2. ISO 37001 Clause Requirements and Implementation Overview
3. Anti-Bribery Policy, Leadership and Organisational Roles
4. Bribery Risk Assessment, Planning and Integration
5. Anti-Bribery Controls and Due Diligence Measures
6. Supporting Processes: Training, Communication and Awareness
7. Documentation, Procedures and Mandatory Records
8. Performance Evaluation, Monitoring and Corrective Actions
9. Preparing for Internal and External Audits
10. Case Studies and ABMS Implementation Roadmap

LIST OF REFERENCE BOOK(S):

- ISO 37001:2016 Anti-Bribery Management Systems Requirements

- ISO 31000: Risk Management Guidelines

- MACC Guidelines on Adequate Procedures

- Corporate Governance and Integrity Framework References

LIST OF TEACHING AID(S):

- LCD projector

- ABMS templates and sample procedures

- Bribery risk register and due diligence samples

- Case study worksheets

- Flip chart or whiteboard

METHODOLOGY(S):

- Interactive lecture

- Group discussion

- Case studies

- Implementation exercises

- Documentation walkthrough

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 10:15 am	Topic 1: ISO 37001 and ABMS Fundamentals
10:15 am – 10:30 am	**Morning Tea Break**
10:30 am – 12:30 pm	Topic 2–3: Clause Requirements and Implementation Overview
12:30 pm – 1:30 pm	**Lunch Break**
1:30 pm – 3:30 pm	Topic 4: Bribery Risk Assessment and Planning
3:30 pm – 3:45 pm	**Afternoon Tea Break**
3:45 pm – 5:00 pm	Topic 5: Anti-Bribery Controls and Due Diligence

TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 10:15 am	Topic 6: Training, Communication and Awareness
10:15 am – 10:30 am	**Morning Tea Break**
10:30 am – 12:30 pm	Topic 7–8: Documentation, Monitoring and Corrective Actions
12:30 pm – 1:30 pm	**Lunch Break**
1:30 pm – 3:30 pm	Topic 9: Preparing for Internal and External Audits
3:30 pm – 3:45 pm	**Afternoon Tea Break**
3:45 pm – 5:00 pm	Topic 10: Case Studies and Implementation Roadmap