



EUROPEAN COMMISSION  
EUROPEAN ANTI-FRAUD OFFICE (OLAF)

Policy  
Fraud Prevention

Brussels, 27.02.2014

Dear Colleagues,

We are putting in your hands carefully designed training material. Hopefully you have followed our train the trainers session and you are familiar with content of the training. But in case you have not with the documents provided you will be able to prepare yourself and deliver wonderful training.

The package consists of two sections: Trainers and Trainees. In the trainers section you will find:

- Power point presentation – Eliminating Fraud with comments
- Training plan for a half day training event – Eliminating Fraud
- Power point presentation – Training to train for occasional trainer
- Evaluation form of your event

In the trainee section you will find:

- Power point presentation – Eliminating Fraud without comments
- Training Manual – Eliminating Fraud

The objective of the training is to increase fraud awareness among your colleagues. After the training they should be able to distinguish fraud from irregularity, be familiar with red flags (fraud indicators) and tools to verify them.

In order to facilitate your work we have put together a plan of action:

#### **A month before**

1. Book the room
2. Invite participants

#### **A week before**

3. Read the manual and the power point presentation – Eliminating fraud
4. Review power point presentation- Training to train for occasional trainers

5. Prepare photocopies of power point presentation – Eliminating fraud for participants

**Day before**

6. Check the room, arrange if necessary
7. Check IT equipment

**On the training day:**

8. Arrive 30 minutes before
9. Ventilate the room
10. Prepare IT equipment and photocopies for participants
11. Deliver the training.

We hope that you will find useful the prepared material. In case you have questions do not hesitate to contact us ([Piotr.Baczanski@ec.europa.eu](mailto:Piotr.Baczanski@ec.europa.eu))

Good luck,

OLAF Training team