

TRAINER'S GUIDELINES

Title of the training course: Fight against fraud in the area of EU cohesion funds – Train the trainer session

Trainer:

Duration: Half day

	Duration	Content	Expected result	Technique used	Documents given to the participants
Sequence 1	10 minutes	Training objectives and agenda plus outcomes	Participants should have a clear idea of the subjects to be treated and the proposed activities. The training objectives should be known and shared. Admin issues explained	Trainer talks through agenda and set course objectives.	Agenda showing the main topics and the timetable for the course. Course notes
Sequence 2	15 minutes	Greek anti-fraud strategy	Participants should have a clear understanding of the Greek anti-fraud strategy.	Theory led session ppt slides as support Prepared by Greek authorities.	
Sequence 3	15 minutes	What is fraud?	Participants will begin to think about the subject and focus on the messages	Ask an overhead question flip chart answers	
Sequence 4	15 minutes	Definitions of fraud and irregularity	Participants will understand the difference	Theory led session 3 Slides as support	
Sequence 5	20 minutes	Fraud or irregularity exercise	Participants will be able to see the difference between fraud and irregularity	In groups discuss 6 examples for 8 minutes trainer picks up discussions and feeds back with the answers	Exercise 1
Sequence 6	15 minutes	Fraud factors	Participants understand the motivation of a fraudster	Theory led session supported by a slide	



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OLAF.D.2 – Fraud Prevention Unit

Sequence 7	20 minutes	Roles and responsibilities	Participants should know who engages in fraud prevention and detection in managing authority	Theory lead session supported by ppt slides Prepared by Greek authorities.	
Coffee break	15 min				
Sequence 8	10 min	Presentation of definition and application of red flags	Participants should know the notion of red flags and their application	Theory lead session supported by ppt slides.	
Sequence 9	15 minutes	What could be a fraudulent behaviour	Participants can identify the trigger to fraud	In groups discuss examples for 10 minutes trainer picks up discussions and feeds back with the answers	Exercise 2
Sequence 10	45 min	Presentation of red flags	Participants should learn fraud patterns and red flags allowing their detection	Theory lead session supported by ppt slides.	
Sequence 11	20 min	What could be a red flag in a fraudulent scheme	Participants can identify red flags	In groups discuss cases studies for 15 minutes trainer picks up discussions and feeds back with the answers	Exercise 3
Sequence 12	30 min	IT tools	Participants should be able to perform checks on beneficiaries using easily accessible IT tools.	Theory lead session supported by ppt slides.	
Sequence 13	10 minutes	Sanction&Recovery	Participants should know the recovery process	Theory lead session supported by ppt slides Prepared by Greek authorities	
Sequence 14	15 minutes	Summary	Summary of main messages	Summary	
Sequence 15	10 minutes	Q&A			
Total	280 minute				