

GOVERNANCE & COMPLIANCE | COURSE BROCHURE

Gifts, Hospitality and Anti-Bribery Controls

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Gifts and hospitality are common in business but can create bribery risks and conflicts of interest. This course explains anti-bribery requirements and practical controls: gift and hospitality policies, thresholds and registers, approvals, public official rules, third-party risks, monitoring and investigations.

Innocent-looking gifts can lead to serious legal exposure. You will learn to set clear rules and controls that protect staff and the organisation.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Scenario discussions, policy drafting, register review exercises and case studies of enforcement.

Course objectives

By the end of this course, participants will be able to:
• Explain anti-bribery laws and principles
• Draft gifts and hospitality policies
• Set thresholds, approvals and registers
• Apply stricter rules for public officials
• Monitor and test gift and hospitality controls
• Respond to breaches and suspicions

Target audience

This course is suitable for:
• Compliance officers
• Legal and governance staff
• Procurement and sales managers
• Internal auditors
• HR professionals



Course content

Target competencies

Participants will develop competencies in:

- Policy design
- Risk judgement
- Control monitoring
- Investigation awareness
- Ethical decision making

Course outline

Day 1: Bribery Risks

09:00–10:08	Anti-bribery laws
10:08–11:00	Facilitation payments
11:00–11:30	**Coffee break**
11:30–11:45	Facilitation payments (continued)
11:45–12:53	Red flags
12:53–14:00	Case study

Day 2: Policies

09:00–10:08	Gifts and hospitality rules
10:08–11:00	Thresholds
11:00–11:30	**Coffee break**
11:30–11:45	Thresholds (continued)
11:45–12:53	Exceptions
12:53–14:00	Drafting workshop

Day 3: Controls

09:00–10:08	Approvals
10:08–11:00	Registers
11:00–11:30	**Coffee break**



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11:30–11:45	Registers (continued)
11:45–12:53	Public officials
12:53–14:00	Exercise

Day 4: Monitoring

09:00–10:08	Testing
10:08–11:00	Data analysis
11:00–11:30	**Coffee break**
11:30–11:45	Data analysis (continued)
11:45–12:53	Reporting
12:53–14:00	Exercise

Day 5: Breaches

09:00–10:08	Responding to concerns
10:08–11:00	Investigations
11:00–11:30	**Coffee break**
11:30–11:45	Investigations (continued)
11:45–12:53	Lessons
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Cape Town Confirmed dates	9 Nov 2026	13 Nov 2026	**€1,890.–**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**€1,250.–**
Frankfurt Confirmed dates	23 Nov 2026	27 Nov 2026	**€2,650.–**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**€1,250.–**
Dubai Confirmed dates	14 Dec 2026	18 Dec 2026	**€3,150.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,250.–**
London Confirmed dates	18 Jan 2027	22 Jan 2027	**€2,450.–**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**€1,250.–**
Paris Confirmed dates	8 Feb 2027	12 Feb 2027	**€2,860.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**€1,250.–**
Rome Confirmed dates	1 Mar 2027	5 Mar 2027	**€2,450.–**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**€1,250.–**
Cape Town Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,890.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,250.–**
Istanbul Confirmed dates	5 Apr 2027	9 Apr 2027	**€2,650.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**€1,250.–**
Dubai Confirmed dates	26 Apr 2027	30 Apr 2027	**€3,150.–**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Rome Confirmed dates	17 May 2027	21 May 2027	**€2,450.-**
Online Confirmed dates	17 May 2027	21 May 2027	**€1,250.-**
Dubai Confirmed dates	7 Jun 2027	11 Jun 2027	**€3,150.-**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**€1,250.-**
Barcelona Confirmed dates	21 Jun 2027	25 Jun 2027	**€2,840.-**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**€1,250.-**
Cape Town Confirmed dates	12 Jul 2027	16 Jul 2027	**€1,890.-**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**€1,250.-**
Amsterdam Confirmed dates	2 Aug 2027	6 Aug 2027	**€2,540.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	23 Aug 2027	27 Aug 2027	**€1,450.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**€1,250.-**
Vienna Confirmed dates	13 Sept 2027	17 Sept 2027	**€2,940.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**€1,250.-**
London Confirmed dates	27 Sept 2027	1 Oct 2027	**€2,450.-**
Online Confirmed dates	27 Sept 2027	1 Oct 2027	**€1,250.-**
Vienna Confirmed dates	18 Oct 2027	22 Oct 2027	**€2,940.-**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Rome Confirmed dates	8 Nov 2027	12 Nov 2027	**€2,450.-**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**€1,250.-**
Barcelona Confirmed dates	29 Nov 2027	3 Dec 2027	**€2,840.-**
Online Confirmed dates	29 Nov 2027	3 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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