

# LegalSource™

## Due Diligence Expert Course



### [SAMPLE AGENDA]

**Date:**

**Venue:**

This three-day LegalSource Due Diligence Expert training course is designed to provide competencies for implementing, overseeing or monitoring companies' due diligence performance. It provides practical know-how on due diligence that helps businesses stay successful in supply chains connected to the European market.

### Day 1: Auditing skills

Following a short introduction, the first day is focussed on general auditing principles and skill-building. These competencies are often essential in dealing with due diligence, for example in connection with supplier evaluation.

The first day will be very helpful for internal auditors or any person tasked with compliance evaluation. Examples related to timber legality are used throughout the day.

Time	Topic	Duration
From 8:30	<i>Arrival, registration, distribution of materials</i>	30 minutes
9:00-9:15	Course introduction	15
9:15-9:30	Exercise 1: Getting to know each other	15
9:30-9:45	NEPCon in a nutshell & why we work with timber legality	15
9:45-10:45	What is auditing and how to manage the process	60
10.45-11.00	<i>Coffee/tea break</i>	15
11:00-12:00	Auditor behaviour: do's and don't's	60
12:00-13:00	Exercise 2: building your interview skills	60
13:00-14:00	<i>Lunch</i>	60
14:00-15:00	How to evaluate compliance	60
15:00-16:00	Exercise 3: Due diligence evaluation in practice	60
16:00-16:15	<i>Coffee/tea break</i>	15
16:15-16:45	Auditor qualifications & why they matter	30
16:45-17:45	How to perform an on-site audits: tips and pitfalls	60
17:45-18:15	Exercise 4: Facts or implications	30
19:00 -	<i>Dinner</i>	

*Preferred by Nature™*

FSC®, SmartLogging and forest carbon verification services are provided in collaboration with the Rainforest Alliance. NEPCon is accredited for PEFC Chain of Custody certification (DANAK reg.no.7029).

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## Day 2: Due diligence skills part 1

The focus on this day is on providing participants with the basis for performing and evaluating core due diligence areas. Specific competencies covered include supplier information and risk assessment.

Time	Topic	Duration
08:30-09:00	The hows and whys of illegal logging	30 minutes
09:00-09:55	EUTR and due diligence: key aspects and lesser known details	55
09:55-10:15	Exercise 5 - EUTR scope definition	20
10:15-10:45	LegalSource Program Overview	30
10:45-11:00	<i>Coffee/tea break</i>	15
11:00-11:15	Exercise 6 - Product scope	15
11:15-11:45	Legality framework activities	30
11:45-12:15	Exercise 7 - Service identification	30
12:15-13:00	The LegalSource Standard	45
13:00-14:00	<i>Lunch</i>	60
14:00-14:30	Quality management	30
14:30-15:30	Supply chain information	60
15:30-16:00	Exercise 8 - Evaluating conformance: supply chain information	30
16:00-16:15	<i>Coffee/tea break</i>	15
16:15-16:45	Exercise 8 - Evaluating conformance: supply chain information (Contd.)	30
16:45-17:15	Risk assessment - part 1	30
17:15-18:15	Exercise 9 - Evaluating Conformance: risk assessment	60
19:00 -	<i>Dinner</i>	

## Day 3: Due diligence skills part 2 & exam

The last day guides participants through the advanced aspects of risk assessment, risk specification and risk mitigation. It also covers supplier verification and how to set up and manage the company's own verification programme.

A final exam rounds the day off. Participants who pass the exam will receive a Certificate of Successful Completion.

Time	Topics	Duration
08:30-09:00	Risk assessment - Part 2	30 minutes
09:00-10:00	Exercise 10 - Evaluating Conformance: Risk specification	60
10:00-10:30	Risk mitigation	30
10:30-10:45	Exercise 11 - Identifying risk mitigation actions	15
10:45-11:00	<i>Coffee break</i>	15
11:00-11:45	Exercise 11 - Identifying risk mitigation actions (Contd.)	45
11:45-12:15	Supplier verification	30
12:15-13:00	Exercise 12 - Evaluating conformance: company-verification programme	45
13:00-14:00	<i>Lunch</i>	60
14:00-14:30	Exercise 12 - Evaluating conformance: company-verification programme (Contd.)	30
14:30-15:00	LegalSource service description	30
15:00-15:15	Exam introduction	15
15:15-15:30	<i>Coffee/tea break</i>	15
15:30-17:00	LegalSource auditor exam	90
17:00-17:30	<i>Optional: coffee/tea available; time for free discussions; group photo</i>	