

# LegalSource™ Due Diligence Training

## Service Information

The NEPCon LegalSource™ programme includes a number of different training services enabling you to choose the service that fits the needs of your organisation.

### LegalSource™ Kickstarter training

The most commonly used option is our one-day LegalSource Due Diligence Kickstarter training course facilitates you to implement an efficient and robust due diligence process for your company.

In a single day, you will be guided step-by-step through our LegalSource Due Diligence System, learning how to use tools and templates specifically designed to help you set up your own company-specific due diligence system. You will build in-house competencies and expand your understanding of the requirements of the EU Timber Regulation and other legal frameworks. Learn how to compile adequate supplier and product information, conduct risk assessments and make important decisions on relevant further actions such as risk mitigation measures.

The training is always tailored to your company and is normally organised at your premises. Prior to the training, you will have the opportunity to use some of the LegalSource tools. This will enable us to include relevant examples and scenarios enhancing your understanding during the face-to-face training.

### Who should participate?

Employees who will be directly involved in processes related to your due diligence system. This may include staff with purchasing, import or supplier management responsibilities. The training can also be provided to your suppliers who need to gain a better understanding of the due diligence requirements or will assume responsibility for certain activities within your due diligence system. For practical reasons, the number of participants should not exceed 20.

### How to achieve maximum benefit from the course

This training provides delegates with a common understanding of the EU requirements and your company's due diligence process. For this reason, maximum benefit is achieved when all relevant staff participates. We also recommend that participants familiarise themselves with the LegalSource Standard and Due Diligence Guidelines prior to the training as this facilitates efficient learning during the information-packed training. To optimise your outcome of the training, we can include specific examples of supply chain evaluation from your own business providing you prepare these in advance.

### You play the key role in exercising due diligence

Please note that we will not implement the LegalSource Due Diligence System for you. What we do is facilitate your own implementation process. The purpose of the due diligence system and training is to enable you to implement your own due diligence system across your company. Armed with a proper understanding and know-how, your own employees are best positioned to find solutions that are integrated well with your organisation's existing processes and systems. Our responsibility is to ensure that the due diligence system we provide is up-to-date with the most current regulations and legal requirements.

### Using the LegalSource™ Due Diligence System on your own

You may download the LegalSource Due Diligence System from [www.nepcon.org/DDS](http://www.nepcon.org/DDS) free of charge and implement the system in your company without any obligation to join our training. The LegalSource Kickstarter training is simply there to help you initiate your system implementation efficiently with experts at hand to guide your staff.

# The LegalSource™ Training Programme

We offer training that fulfils all of your needs for competency development within the area of legal timber sourcing. LegalSource training can be delivered as a stand-alone service that provides a basis for you to proceed with your own efforts in implementing due diligence. Alternatively, it can be provided in conjunction with LegalSource due diligence evaluation, certification or supplier verification.



Bespoke training solutions are frequently delivered, ranging from shorter sessions and presentations to comprehensive training events covering all aspects of due diligence. Hundreds of organisations have already tapped into the expertise of our seasoned speakers and trainers.

Tailored events may cover a variety of topics, such as public timber procurement policies, legal developments and due diligence requirements and solutions. Regardless of the chosen topic, you will receive up-to-date information on the most recent developments from our top experts.

Our more comprehensive training events consist in a blend of presentations, hands-on exercises and group work, providing for enhanced learning and an engaging experience.

## Overview of our most popular training offerings

We offer three standard training modules of varying duration and intensity to suit businesses at any stage of their process. Events of up to 4 hours can be web-based and our training can be delivered in English or in a number of other languages. If you are looking for more tailored service, we are happy to provide you with training that addresses specific needs and conditions. You may also invite one of our experts to speak at your company event on a selected topic. Learn more at [www.nepcon.org](http://www.nepcon.org)

	Key benefits	Who is it relevant for
<b>LegalSource INTRO</b> <b>2-4 hours</b>	Introduces key topics within legal timber sourcing, such as the EUTR and its due diligence requirements as well as the LegalSource due diligence solution.	Staff and/or suppliers who need to be aware of and understand the EUTR requirements.
<b>LegalSource KICKSTARTER</b> <b>1 day</b>	Facilitates your company's due diligence process with a strong focus on operational tools and how-to guidance on implementing the LegalSource Due Diligence System. Covers the EUTR as well (see page 1 for more detail).	Staff and suppliers who play an active role in developing and operating your due diligence system.
<b>LegalSource EXPERT</b> <b>3 days</b>	Provides in-depth insight into the EUTR, due diligence and LegalSource solutions. Builds competencies for conducting auditing and/or supplier verification.	Employees with a leading role in managing your due diligence system and related sourcing policies.