

Introduction to workplace investigations

Overview

A one day course providing an overview of how to successfully conduct a workplace investigation and the skills involved.

Learning Objectives

- Understand that all disciplinary and grievance action requires a prior investigation to establish the facts.
- Understand the importance of establishing a sound basis for any action taken in case the matter later comes before a tribunal.
- Understand the need for, and ability to conduct a workplace investigation to principles that are fair, sensitive, proportionate, and robust.

Course content

- Interpersonal skills – giving you the confidence and skill to work to national standards when conducting any type of workplace investigation.
- Process – understanding the importance of following your own disciplinary and grievance procedures.
- Legislation – understanding the legal framework.
- Conducting interviews.
- Importance of actual observation, not perception.
- Compiling reports.
- Top tips.

Delivery

A mix of lecturing, experiential learning and use of case studies.

Booking Form

Introduction to Workplace Investigations 23rd April 2015 - Cardiff

Name : _____ Position: _____

Organisation name and address: _____

Email: _____ Tel: _____

Delegate/s names: _____

Do you require a VAT receipt? YES NO

Payment Details: (£250 plus VAT per delegate)

I wish to pay by BACS transfer

Bank Details for BACS payments:

Nat West Bank

Sort Code 56-00-41

Account Number 29763436

I enclose a cheque for £250 (including VAT)

Cheques payable to **Alison Love Limited**

Please return payment and booking form and payment details to Alison Love,
al@alisonlove.co.uk or Kingsclere, Gwern-y-Steeple, Peterston Super Ely, CF5 6LG