

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 how to structure and conduct an effective investigation.
- 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 and remaining neutral.
- Legislation – understanding the legal framework and how to evaluate evidence.
- Conducting interviews, managing witnesses and questioning techniques.
- Compiling and structuring reports. What to include and what not to include and how to present evidence.
- Top tips.

Delivery

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