



## Workplace Investigation & Interviewing

Professionals from all industries can be called upon to conduct investigations within the workplace. It's crucial that impartiality and fairness are adopted by those tasked with the investigation, but there is a lot more to consider here.

The purpose of the investigation may be to establish whether a crime has been committed. Perhaps a complaint has been raised, or an incident has happened which requires analysis. It may be a suspicion of malpractice, or the organisation is suffering from internal theft. Investigations can lead to supporting potential litigation, or internal disciplinary procedures.

This popular training course provides the basic skills and knowledge necessary to undertake fair, legally-compliant and effective investigations. You'll leave training with a thorough understanding of the relationship between employment law and criminal law. You'll cover corporate risk, the nuances of body language, questioning styles and techniques.

The training course is delivered by subject matter experts, using interactive case studies and practical scenarios. It is based on UK law, and considers international legal frameworks.



### WHO WILL BENEFIT

The course will benefit anyone tasked with undertaking investigations and interviews within their organisation.

### COURSE INFORMATION



#### QUALIFICATION

SRF BTEC Level 4;  
4 CPE points





Although this training course includes elements of 'security', it is not just aimed at those within security departments. We welcome those from HR, Facilities, general management roles, and many functions which sit outside that of the traditional security manager. Your tutor will ensure your personal and professional motivations for wishing to complete this training are understood and catered to.

### Core content

- What is a workplace investigation?
- Investigations and risk management
- Investigation planning
- Investigation methodology
- Criminal and civil law
- Evidence
- Types of evidence
- Scene preservation
- Evidence handling
- Continuity of evidence
- Statement writing
- Communication skills
- Interview techniques
- Concluding investigations
- File and report preparation

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## AVAILABLE WAYS TO LEARN



### CLASSROOM

Duration: 5 Days

or



### VIRTUAL

Duration: 5 Days via Zoom

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*A really informative and useful week that I thoroughly enjoyed. Both role-playing actors were incredibly insightful and great to interview.*

**Olivia Watts, Workplace Investigation and Interviewing 2022**

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