

Workplace Investigation and Interviewing

5 Day Course

(BTEC Level 4)

Why this course

Managers and supervisory staff are increasingly being called upon to conduct malpractice investigations within the workplace. The purpose of the investigation may be to establish that a crime has been committed, prior to calling the police, or it may be in support of potential litigation and/or internal disciplinary procedures.



This programme will provide the basic skills necessary to undertake fair, legally compliant and effective internal investigations.

The programme is highly interactive with many practical elements delivered through scenario based training and learner practical activity.

This course is based on UK law.

Who will benefit

The course will benefit anyone tasked with undertaking investigations and interviews within their organisation currently or prepare you for that move to a more senior position.



Course Content

- What is a Workplace Investigation
- Investigations & 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

Venue

This course is held as an open course at one of our training venues in Oxford or Reading. Alternatively, this course can be run as an In-House course specifically for your company at a venue of your choice.

Course Fees

£2675 (Dinner, Bed and Breakfast)

£2540 (Bed and Breakfast)

£1925 (Non-Residential)

All options include lunch

All fees are shown inclusive of UK VAT (20%)

Dates

5th – 9th December 2016