

# Workplace Investigations & Interviewing

**6<sup>th</sup> – 10<sup>th</sup> December 2027**

**Elite Byblos Hotel, Dubai, UAE**

## About the course



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.

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 is understood and catered to.

## Workshop Details

- **Duration:** 6<sup>th</sup> – 10<sup>th</sup> December 2027, 5 days, 8:00 am – 4:30 pm;
- **Fees:** RO1,775/ US\$4,615 Plus 5% VAT if applicable (*including workshop materials, lunches & breaks at the venue*);
- **Venue:** Elite Byblos Hotel, Dubai, UAE.

## Workshop Details

- 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

## Who Will Benefit

The course will benefit anyone tasked with undertaking investigations and interviews within their organisation. Typically this can be security managers, HR and Compliance teams, or team leaders.

## Course Information

Qualification: SRF BTEC Level 4;

## The Company



**We are the leading international providers of security management training, specialising in the fields of security management, offering accredited training courses designed for managers, supervisors and practitioners.**

Strongly supported by universities and professional bodies such as the Security Institute and ASIS International, our courses provide the latest thinking and best practices techniques, combined with academic knowledge that is required for today's security professional.

We offer flexible course delivery through distance e-learning, bite-size courses, virtual training via Zoom and face-to-face classroom based training. In addition we offer a comprehensive in-house for companies requiring a more tailored training programme. We also provide the distance learning MSc in International Security and Risk Management delivered in partnership with the University of West London.

Part of the renowned Linx International Group, delivering security consultancy and training globally, we believe that our clients deserve the very best training experience. Whether you're an experienced Security Manager looking to specialise in a particular field, or have a military or policing background with a desire to move into the private sector, working with only the very best trainers, we ensure our learners gain their qualifications in an interactive, engaging and motivating training environment – and enjoy their learning experience.