

WORKPLACE INVESTIGATION FUNDAMENTALS

COURSE INFORMATION

Unfair dismissal claims cost an average of between £10,000-£20,000 but can exceed £100,000 for discrimination cases. Legal fees and settlements costs can escalate to £50,000. Poorly conducted investigations lead to a loss of productivity, significant reputational damage both internally and externally with the potential for additional regulatory fines that may be issued.

By attending this course, participants will gain the confidence, knowledge and skills to conduct investigations correctly, minimising risk and ensuring a fair and just workplace.

Our workplace investigations training courses are created to be bespoke to your organisation, embedding your organisations policies and guidance throughout.

AUDIENCE

This course has been designed for those who are new to the workplace investigation process.

COURSE LENGTH AND DELIVERY METHODS

The course is two-days in length.

It can be delivered virtually or in-person.

COURSE OBJECTIVES

By the end of this course, participants will be able to:

- Understand their organisations Code of Ethics and expected behaviour in the workplace.
- Know how to undertake an initial response and assessment.
- Consider policy guidance and definitions.
- Develop terms of reference.
- Build an investigation plan,
- Successfully interview complainants and witnesses.
- Manage evidence effectively.
- Interview respondents correctly.
- Draw evidential conclusions and demonstrate effective report writing.

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