



Investigative Interviewing and Risk Management Course for HR Professionals and Managers Investigating Workplace Incidents Professional Training Programme

Course Objectives

- Understand the legal, ethical, and human rights foundations of investigative interviewing within the UK legal system
- Demonstrate knowledge of relevant legislation including employment law and Codes of Practice
- Apply structured and lawful interview techniques
- Uphold human rights including right to silence and representation
- Develop intelligence from interview findings
- Take accurate evidential statements
- Handle and preserve exhibits correctly
- Integrate interviews, statements, and evidence
- Ensure compliance with legal and professional standards
- Assess risk and implement control measures
- Make decisions on role modification, restricted duties, and suspension
- Maintain accurate and auditable records

Who Should Attend

- HR Professionals
- Employee Relations Specialists
- Investigating Officers
- Compliance Officers
- Line Managers
- Safeguarding Leads

Course Outline

Day 1: Legal Framework, Human Rights, and Risk Management

- UK legal framework and employment law principles
- Human rights considerations
- Planning investigations
- Risk assessment and management
- Role modification and restricted duties
- Suspension and alternatives

Day 2: Interview Techniques and Statement Taking

- Interview planning and preparation
- Questioning techniques
- Managing difficult interviews
- Legal safeguards
- Note taking and recording
- Statement writing and practical exercises

Day 3: Evidence, Intelligence, and Outcomes

- Handling exhibits and evidence
- Developing intelligence
- Integrating investigation material
- Report writing
- Decision-making and disciplinary support
- Post-investigation risk management

Skills Gained

- Conduct lawful interviews
- Take evidential statements
- Assess and manage risk
- Make defensible HR decisions
- Handle evidence professionally
- Produce structured reports
- Maintain audit-ready records