

## **Course Syllabus for Specialized Certification in Workplace Internal Investigations (SCWii)**

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**Course Duration:** 8 weeks

**Class Schedule:** One evening per week, 1.5 to 2 hours per session

**Delivery Mode:** Online, live, interactive

**Class Size:** Maximum of 10 participants per session

**HRCI Recertification Credits (CEUs):** 11 hours

### **Course Description**

The Specialized Certification in Workplace Internal Investigations (SCWii) is a dynamic, live, instructor-led program designed for HR professionals, managers, and compliance personnel who want to deepen their skills in conducting legally sound and ethically responsible internal investigations. This 8-week online course is delivered in a small-group, interactive format to ensure meaningful engagement, collaboration, and personalized instruction.

Participants will gain hands-on experience through mock interviews, case study analysis, evidence review, and the completion of a final investigation report. Each session includes expert-led instruction, real-time feedback, and best practices grounded in EEOC guidelines and current employment law. Guest speakers with expertise in labor and employment law, and workplace investigations will share their insights.

Class size is limited to 10 participants to encourage discussion, practical application, and peer learning. Graduates of SCWii receive a certificate of completion, 11 HRCI recertification credits, and one year of ongoing Employee Relations support from our expert team.

Whether you're a seasoned HR professional or just entering the field, SCWii builds critical skills that elevate your confidence, competence, and career.

### **Course Learning Objectives**

Upon successful completion of the SCWii certification program, participants will be able to:

1. **Demonstrate a clear understanding of the critical role internal investigations play** in maintaining a respectful, legally compliant, and equitable workplace.
2. **Identify and apply key legal and ethical considerations** that govern workplace investigations, including confidentiality, due process, and fairness.

3. **Analyze and apply best practices to prevent claims of harassment, discrimination, and retaliation**, with a focus on understanding disparate treatment versus disparate impact.
4. **Differentiate between the two primary types of sexual harassment**—Quid Pro Quo and Hostile Work Environment—and recognize their implications in the workplace.
5. **Develop and execute a structured investigation plan**, including defining scope, identifying key witnesses, and gathering relevant documentation.
6. **Conduct effective and impartial interviews** with claimants, respondents, and witnesses using trauma-informed and legally defensible techniques.
7. **Utilize AI-assisted tools and structured templates** to draft clear, thorough, and objective investigation reports that support defensible outcomes.
8. **Identify and implement safeguards to prevent retaliation** during and after the investigative process.
9. **Present findings in a professional and organized manner**, while gaining insight from peer review and shared investigative approaches.
10. **Serve as a trusted partner to leadership and legal teams** by applying the SCWii framework to ensure workplace investigations are sound, fair, and legally defensible.

## Course Schedule

- **Week 1: Introduction to Workplace Investigations**

- Instructor and participant introductions
- Overview of the course and expectations
- Importance of workplace investigations
- Determining when an investigation is needed
- Legal and ethical considerations
- Allegation types
- Types of sexual harassment: Quid Pro Quo and Hostile Work Environment
- Best practices for avoiding claims of harassment and discrimination. What is disparate treatment vs disparate impact?
- Investigation process
- Overview of investigation utilized in course

### **Assignment:**

- Familiarize yourself with course material
- Confirm course access and links are functioning

- **Week 2: Planning and Preparing for the Investigation**

- Prepare for initial meeting with Claimant
- Conducting meeting with Claimant
- Developing an investigation plan
- Identifying key individuals to interview

- Creating an interview schedule
- Preparing interview questions

**Assignment:**

- Develop a preliminary investigation plan for the mock investigation scenario

- **Week 3: Conducting Interviews - Part 1**

- Techniques for effective interviews
- Managing claimant emotions
- Preventing retaliation during and after the investigation
- Interviewing the claimant
- Practice interviews with peers

**Assignment:**

- Email Claimant to schedule interview
- Watch video of claimant interview and take notes
- Review notes and adjust as needed
- Submit claimant interview notes to course facilitators

- **Week 4: Conducting Interviews - Part 2**

- Interviewing witnesses and accused
- Managing challenging emotions and/or defensiveness of witnesses and the accused
- Ensuring impartiality and confidentiality during inquiry

**Assignment:**

- Email witnesses and the accused to schedule interviews
- Watch video of interviews with witnesses and the accused and take notes
- Review notes and adjust as needed
- Submit witness and accused interview notes to course facilitators

- **Week 5: Analyzing Evidence and Drawing Conclusions**

- Reviewing and organizing interview notes
- Corroborating evidence
- Assessing credibility of verbal testimony and supporting evidence
- Drawing conclusions based on the evidence

**Assignment:**

- Analyze mock case evidence and prepare findings
- Review sample EEOC claim and investigation summary and be prepared to share your thoughts

- **Week 6: Writing the Investigation Summary**

- Structure and content of an investigation summary
- Learn to write thorough and objective investigation reports, utilizing AI technology to enhance clarity and professionalism.
- Ensuring clarity, objectivity, and thoroughness
- Common pitfalls and how to avoid them
- Presenting investigation summary to appropriate leaders and determining next steps

- Dealing with leader pre-conceived outcomes of the investigation
- Following up with the complainant and accused to provide investigation results

**Assignment:**

- Draft a complete investigation summary report for the mock case

● **Week 7: Presenting Findings and Peer Review**

- Present investigation findings, summaries, and final determinations to the class
- Peer review and feedback
- Discussion and comparison of different investigative approaches

**Assignment:**

- Revise the investigation report as needed based on peer feedback

● **Week 8: Advanced Topics and Course Wrap-Up**

- Guest Speaker: Insights on conducting workplace investigations
- Handling sensitive cases and high-stakes investigations
- Final Q&A and discussion on advanced topics
- Course wrap-up and evaluation

**Guest Speakers**

- At least two guest speakers will present during the course. Their presentations will cover advanced topics and share real-world experiences in workplace investigations.

**Assessments and Certification**

- Participants must actively participate in all class activities and complete all assignments.
- Each participant will conduct a full mock investigation and present a comprehensive investigation summary report.
- Investigation summary reports will be reviewed and discussed in the final class.
- Upon successful completion all of course requirements, participants will receive a Specialized Certification in Workplace Internal Investigations (SCWii) and 11 CEUs for HRCI credentials.

**Required Materials**

- Course case study materials (provided)
- Access to a computer with internet connection, webcam, and microphone

**Course Policies**

- Attendance and active participation are mandatory.
- Assignments must be submitted by the specified deadlines.
- Confidentiality must be maintained for all mock case details and peer interactions.

***This syllabus outlines the structure and expectations of the SCWii course, ensuring a comprehensive learning experience for all participants. Course content subject to change.***