

Workplace Investigations

What are the steps and techniques in conducting a thorough investigation?

Conducting a timely, fair and thorough investigation is necessary in order to avoid potential dispute and litigation by an employee. The Workplace Investigations program provides practical learning's to ensure participants have a framework for managing workplace investigations as well as equipping them with the skills necessary for investigating, analysing and reporting on workplace relations matters, such as bullying, harassment, Code of Conduct breaches and serious misconduct.

This program has been developed and is delivered by experienced workplace investigators.

This practical program includes:

The requirement for a workplace investigation

Keys to successful Investigations

The role of the investigator and other players

The legal principles

Planning and preparing an investigation

An investigation framework

Practical interviewing skills

Analysing the evidence

Writing an investigation report

Learning Outcomes:

At the conclusion of this program participants will be able to:

- Apply a workplace investigation framework
- Analyse the evidence against the points of allegations
- Succinctly and thoroughly report an investigation
- Conduct a fair and thorough investigation

Duration: 1.5 days

Who should attend: HR and WHS professionals, Managers and Leaders

Venue: This program runs in-house and publicly, check out our workshop calendar at www.peelhr.com.au/workshops