

Effective Workplace Investigations

2007



One Day Workshop

Conducting a workplace investigation can be challenging. We introduce a step by step process and techniques to provide structure and give investigators more confidence. This course is designed as an overview of workplace investigations, but is also a useful refresher program.

Learning Outcomes

At the end of this session participants will:

- understand the principles of how to conduct an effective workplace investigation
- have guidelines for conducting interviews in an investigation context
- have practised using a process for assessing information collected during an investigation
- understand the skills required to decide the outcome of an investigation
- be able to structure a simple investigation report
- be aware of relevant legislation affecting workplace investigations.

Designed for

Anyone who is new to conducting workplace investigations or who wants a general overview or refresher of the relevant principles and issues.

Workshop time

9.00am – 4.30pm

Workshop dates

Sydney	Melbourne	Brisbane	Perth	Canberra
9 May 2007	10 May 2007	15 May 2007	8 May 2007	15 May 2007

Cost

\$850 + \$85 GST per person for the workshop.

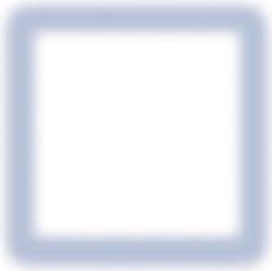
Registration

To register, please complete the registration form on the next page and return to: Deanna Mireles by fax (02) 9258 6999.

Further Information

For further information about this and other public training courses, please contact Anita Gilbert on (02) 9258 6983, email ir@bdw.com or visit our website

www.bdw.com/workplacetraining



Effective Workplace Investigations

Course Content

This program covers:

- Elements of an effective investigation
- The 6 step process
- Legal framework and relevant legislation
- How to conduct workplace interviews
- Assessing information collected during an investigation
- Deciding investigation conclusions
- Reviewing an investigation report for structure and content.

Please select: Sydney (May) Sydney (October) Melbourne Brisbane Perth Canberra

This document will be a tax invoice for GST purposes when fully completed and you make a payment. (ABN: 75304286095)

Your details

Title _____ Surname _____ First name (for badge) _____
Position _____ Company name _____
Address (for all correspondence) _____
City _____ Post Code _____
Telephone _____ Facsimile _____
Email _____ Dietary requirements _____

Payment (American Express not accepted)

A cheque made payable to Blake Dawson Waldron for \$ _____ is enclosed

Please charge \$ _____ to: Mastercard Visa

Card number _____ Expiry Date _____ 3 Digit Verification code _____

Name on card (please print) _____

Cardholder signature _____

Payment is required prior to attendance.

Confirmation

We will confirm your registration and provide the address details of programs when we receive your payment. Places are limited. Please send payment with your registration. We reserve the right to reject any registration.

Cancellations and Disclaimer

If you are unable to attend, a colleague is welcome to attend in your place. We regret that refunds are not available.

However, you may be able to transfer to another program. We reserve the right to alter this calendar without notice or to cancel any program. No information given at our training programs constitutes legal advice.

Privacy

You can find our Privacy Policy on our website at <http://www.bdw.com>.

This document has been authorised by Blake Dawson Waldron.

The firm can be contacted by emailing marketing @bdw.com

Please send this form and payment to:

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