

# 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
25 October 07	15 November 07	26 October 07	18 October 07	30 October 07

### 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](mailto:ir@bdw.com) or visit our website

[www.bdw.com/workplacetraining](http://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  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:

Deanna Mireles

BLAKE DAWSON WALDRON

Locked Bag N6

PO Grosvenor Place

Sydney NSW 1217

f > (02) 9258 6999

Enquiries: Anita Gilbert

t > (02) 9258 6983

f > (02) 9258 6999

e > ir@bdw.com

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**BLAKE DAWSON WALDRON**  
L A W Y E R S

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**225 GEORGE STREET, SYDNEY, NSW, 2000**

*(Please insert your company name and address below)*

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Telephone: (02) 9258 6000

Fax: (02) 9258 6999

DX 355 Sydney

Locked Bag N6

Grosvenor Place NSW 2000

ABN: 75 304 286 095

Our Ref: JAD

Bill No: JAD0214100027

DMireles

Date of Issue: 17 September 2007

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**TAX INVOICE**

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**Blake Dawson Waldron Workplace Training**

**Program: Effective Workplace Investigations**

**Date: October/November 2007**

**Location:**  Sydney  Melbourne  Brisbane  Perth  Canberra

Registration fee payable for attendance by: \_\_\_\_\_  
*(please insert name of attendee)*

<b>Subtotal</b>	<b>\$ 850.00</b>
<b>G.S.T.</b>	<b>\$ <u>85.00</u></b>
<b>Total Amount Payable (Inclusive of G.S.T.)</b>	<b>\$ <u><u>935.00</u></u></b>

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*We require full payment 7 days prior to the training date.*

*This document will be a tax invoice for GST purposes when you make a payment.*

**Please return your payment with a copy of this invoice and completed registration form to:**

**Deanna Mireles  
Blake Dawson Waldron  
Grosvenor Place, 225 George Street  
Sydney NSW 2000**