

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
20 May 2008	22 May 2008	27 May 2008	27 May 2008	29 May 2008

Cost

\$900 + \$90 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 or email workplacetraining@blakedawson.com.

Further Information

For further information about this and other public training programs, please phone 02 9258 6983 or email workplacetraining@blakedawson.com

www.blakedawson.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 (20 May) Melbourne (22 May) Brisbane (27 May) Perth (27 May) Canberra (29 May)

This document will be a tax invoice for GST purposes when fully completed and payment made. (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 and Diners Club not accepted)

A cheque made payable to Blake Dawson 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 place upon receipt of registration form and payment. Places are limited. We reserve the right to refuse any registration. All materials and meals will be provided.

CANCELLATIONS AND DISCLAIMER

If you are unable to attend, a colleague is welcome to attend in your place or you may be able to transfer to another program. WE REGRET THAT REFUNDS ARE NOT AVAILABLE.

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 www.blakedawson.com

This document has been authorised by Blake Dawson. The firm can be contacted by emailing marketing@blakedawson.com

Registration and Further Information

Please send registration form and payment to:

Deanna Mireles

Blake Dawson, Locked Bag N6, PO Grosvenor Place, Sydney NSW 1217

F 02 9258 6999

E workplacetraining@blakedawson.com

