

Introduction to Workplace Investigations

2006



One Day Workshop

Conducting a workplace investigation can be challenging. Understanding the relevant principles and being familiar with a process can make the investigation much easier. We introduce a step by step process and techniques to simplify an investigation and to give you confidence in outcomes. This course is designed as an introduction to workplace investigations, but is also a useful refresher program.

Learning Outcomes

At the end of this session participants will:

- be aware of relevant legislation affecting workplace investigations
- 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.



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

Canberra	Sydney	Brisbane	Melbourne	Perth
14 March 2006	16 March 2006	22 March 2006	6 April 2006	18 May 2006
25 October 2006	24 October 2006			

Cost

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

Registration

Details of the workshop venues and how to register are listed on our 2006 Workplace Training Calendar.

Further Information

For further information about this and other public training courses, please contact Deanna Mireles on 02 9258 6349, email ir@bdw.com or visit our website www.bdw.com.



Introduction to Workplace Investigations

Course Content*

9.00 am – 10.15am	Workshop Outline and Overview of Investigations <ul style="list-style-type: none">• Introduction, Course Objectives and Overview What the course is all about.• Overview of Investigations What is an investigation? When should you conduct one? What are you looking for? The importance of having a clear process.
10.15am – 10.30am	Morning Tea
10.30am – 1.00pm	Elements of an Effective Investigation A step by step description of how to conduct an effective investigation. <ul style="list-style-type: none">• Analysing and Planning the Investigation <i>Includes exercise – making an action plan to conduct an investigation</i>• What are the legal issues to be aware of?• Conducting Interviews Conducting interviews can be the most difficult part of an investigation. What are the techniques that an investigator should adopt to ensure that this is done correctly?
1.00pm – 1.30pm	Lunch
1.30pm – 3.00pm	Elements of an Effective Investigation <ul style="list-style-type: none">• Conducting Interviews (cont'd) <i>Includes group exercise – participants will be asked to conduct an interview and the workshop leader will provide feedback</i>• Deciding the outcome of the investigation and writing the investigation report How an investigator assesses the information that has been collected and comes to a conclusion about the matter which has been investigated. <i>Includes group discussion – how to evaluate evidence and information and reach conclusions</i>
3.00pm – 3.15pm	Afternoon Tea
3.15pm – 4.30pm	Report Writing and Going Forward <ul style="list-style-type: none">• Techniques for writing an effective investigation report <i>Includes group exercise – participants will be asked to review an investigation report.</i>• Going forward. Review learnings and skills to encourage effective use in the workplace.

* Times are indicative only.

BDW Contact Details:

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