

Half-day training course

Course overview

With an upturn in reported fraud, an increasing regulatory environment in many sectors, and the prevalence of grievance and whistleblowing issues, a wide range of organisations are coming under scrutiny. As a result, good internal investigations are key to protecting your organisation.

At this interactive session, we use a case study to look at an investigation from start to finish. We explain the legal backdrop to disciplinary and grievance investigations and cover the key unfair dismissal and discrimination risks. Delegates are also given practical tips for managing what can be a difficult process.

Who should attend?

This course is for anyone involved in running or advising on employee investigations in the workplace, whether HR, Legal, business owner or manager.

In-house training

We will come to your premises and run the training course in-house.

You also have the option to have the course customised to cover specific issues in your organisation or sector.

£850* +VAT

* depending on your location and level of customisation.

At our office

We can provide the training for your team at our offices in Nottingham City Centre.

You also have the option to have the course customised to cover specific issues in your organisation or sector.

£750* +VAT

* depending on level of customisation.

Includes light refreshments.

Training programme

- Planning and scoping an investigation
- Identifying key witnesses
- Conducting interviews, including cognitive interviewing techniques
- Collating and reviewing evidence
- Writing a clear, concise investigation report
- Presenting your investigation report
- Dealing with tricky issues, such as requests for anonymity, uncooperative witnesses and preserving evidence.

The Trainer



Nic Elliott

Director

Head of Employee Investigations

Booking enquiries

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