

## Workplace Investigations One Day Workshop

For those with responsibility for commissioning or conducting workplace investigations

**Disciplinary | Grievance | Complaints | Serious Incidents | Allegations of Bullying and Harassment | Performance | Reviewing Against Standards**

### The workshop programme:

- When a workplace investigation may be required
- Legal and regulatory context
- Gathering the facts
- Evaluating the evidence
- Setting the terms of reference
- A reasonable investigation
- Interviewing parties and writing statements
- A framework for a report that will stand up to scrutiny

### Learning objectives:

#### *Improve knowledge and skills to:*

- ▶ Lead a workplace investigation
- ▶ Carry out an investigation that is relevant to the particular circumstances
- ▶ Prepare a final report that clearly links evidence and findings



#### *Participants will also be provided with:*

- ▶ An investigation procedure for use in their own organisation
- ▶ Supporting guidance to take back to their workplace



If you would like more information on the Opt for learning workplace investigations workshop or if you need an independent workplace investigator please contact Coreen Nugent on 020 7502 0536 or email [coreen.nugent@optforlearning.co.uk](mailto:coreen.nugent@optforlearning.co.uk)