

Workplace Investigations

Conducting a workplace investigation is sound practice given the increasing legislation in the employment arena. Despite your care, some employee issues will be pursued externally – so you must be in the best shape possible. Learning how to conduct an effective workplace investigation is vital.

Workplace investigations are required in various circumstances including behavioural transgressions by employees (such as harassment, bullying, victimisation, code of conduct breaches), performance issues and serious misconduct.

This course provides a framework for managing an investigation and practical skills in interviewing, analysing and reporting a workplace investigation.

DURATION: 2 days

COURSE OUTLINE

- The Requirement for a Workplace Investigation
- The Role of the Investigator and Other Players
- The Legal Principles - Natural Justice, Standard of Proof and Evidence
- The Elements of Investigative Framework
- Analysing and Reporting the Investigation.

WHO SHOULD ATTEND THE COURSE?

Human Resources Professionals and Line Managers conducting investigations

REGISTRATION

To register, please complete a **registration form** at <http://www.lgti.com.au> and **submit online**; or you can **fax** to Local Government Training Institute on **(02) 4966 0655**.

COURSE ENQUIRIES

Course enquiries may be directed to Business Development Team on (02) 49 222 333.

COURSE OUTCOMES

At the end of this course participants will be able to:

- Apply a workplace investigation framework,
- Conduct a fair and thorough investigation, and
- Analyse and Report an investigation.
- Develop a “Personal Action Plan”

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TOPICS COVERED

1. What is an investigation and when is it appropriate

- Difference compared to other investigations conducted at work

2. Keys to Successful Investigations

- Neutrality
- Independence

3. Roles of Players

- Investigator
- Complainant
- Alleged Offender
- Witnesses
- Union Representatives
- Supporters

4. Principles of Administrative Law

- Fairness and Natural Justice
- Confidentiality

5. Planning and Preparing an Investigation

6. Investigation Framework

7. Practical Interviewing Skills

- Questioning
- Listening
- Notetaking

8. Tests

- Standard of Proof
- Evidence

9. Analysing and Documenting an Investigation

10. Document Control and Risk Management