

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

FACILITATOR: **Danielle Carney** is an industrial relations and dispute resolution practitioner with over 16 years experience. She has operated at a strategic and senior level in human resources in local government and has consulted to many diverse industries including food manufacturing, metals and state government. Danielle holds a Bachelor of Law and Administration and is an accredited independent mediator with the Australasian mediation organisation, LEADR. She is undertaking a Masters of Dispute Resolution.

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

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

Course enquiries may be directed to Training Administration on 49 222 333.

Local Government Training Institute

4 Sandringham Ave Thornton NSW 2322

PO Box 137, Thornton NSW 2322

Telephone: (02) 4922 2333 Facsimile: (02) 4966 0655

Email: reception@lgti.com.au

www.lgti.com.au

Learning 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”

Topics Covered

<p>1. What is an investigation and when is it appropriate</p> <ul style="list-style-type: none"> • Difference compared to other investigations conducted at work <p>2. Keys to Successful Investigations</p> <ul style="list-style-type: none"> • Neutrality • Independence <p>3. Roles of Players</p> <ul style="list-style-type: none"> • Investigator • Complainant • Alleged Offender • Witnesses • Union Representatives • Supporters <p>4. Principles of Administrative Law</p> <ul style="list-style-type: none"> • Fairness and Natural Justice • Confidentiality 	<p>5. Planning and Preparing an Investigation</p> <p>6. Investigation Framework</p> <p>7. Practical Interviewing Skills</p> <ul style="list-style-type: none"> • Questioning • Listening • Notetaking <p>8. Tests</p> <ul style="list-style-type: none"> • Standard of Proof • Evidence <p>9. Analysing and Documenting an Investigation</p> <p>10. Document Control and Risk Management</p>
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