

CONDUCTING WORKPLACE INVESTIGATIONS – REMOTE LEARNING PROGRAMME

A failure to conduct timely, thorough and fair investigations will commonly cause an employee to dispute the findings of an investigation. In this programme, you will learn about the process for conducting a workplace investigation and relevant laws and the skills necessary for the role of investigator. The programme is structured around a typical investigation scenario, utilising an interactive format and workbook, and is based on adult learning principles. You will be able to ask questions and discuss legal requirements and best practice in the context of relevant caselaw. This programme is suitable for someone working in-house or refreshing their skills. This programme does not provide accreditation for registration under private security legislation.

Learning Content

This programme will cover the following topics:

- Assessing the appropriateness of conducting an investigation
- Setting the scope of an investigation
- Communication during an investigation
- Gathering evidence and interview skills
- Evaluating evidence
- Record keeping and confidentiality
- Writing a report

Learning Outcomes

At the conclusion of this programme, participants will:

- Increase their confidence in conducting an investigation
- Be familiar with a best practice process for carrying out an investigation
- Acquire skills for conducting a procedurally fair investigation
- Be aware of common challenges faced by investigators and how to deal with them
- Consider issues around record keeping and confidentiality

About the Trainers

[Sarah Rey](#) has been carrying out investigations for the past 25 years. She has previously co-lectured on this topic at the University of Melbourne, and is the founder of the Australasian Association of Workplace Investigators.

[Melissa Scadden](#) is an experienced lawyer, investigator and trained mediator. Melissa has specialist experience in conducting interviews with vulnerable witnesses.

[Madeleine Jones](#) conducts investigations in the public and private sector. She is also experienced in reportable conduct investigations under Victoria's reportable conduct scheme.

Please direct any questions to info@justitia.com.au.

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JUSTITIA TRAINING REGISTRATION FORM

Please complete one form per participant. An invoice will be emailed upon receipt of registration. Positions are not secured until payment is received as places are limited.

Conducting Workplace Investigations

Commitment	8 hours over two weeks, during 2-hour slots, remote learning platform, with additional four hours pre-reading and homework
Bonus Templates	A licence to use Justitia's template documents within your organisation is included in the programme fee. Valued at \$475.
Course dates:	23, 25, 30 August and 1 September 2022
	Price: \$1,800 plus GST

Participant details

Preferred pronouns She/Her He/Him Other _____

First Name: _____

Surname: _____

Position [*role*]: _____

Organisation Name: _____

Address: _____

Suburb: _____

Telephone: _____ Mobile _____

Email address: _____

Investigations experience

- I have never conducted an investigation I have conducted one or two investigations
- I conduct multiple investigations each year Workplace investigations is my primary role

Optional information to assist our trainers

What areas are you hoping to improve? _____

How did you hear about this training? _____

Are you part of a team of investigators, if so, how many? _____

Keeping up to date

Would you like to receive email updates?

Yes, please add me to Justitia's email list

No thanks, I'll keep an eye on your website

Would you be interested to hear about the other supports Justitia provides to inhouse investigation teams e.g. our early intervention service?

Yes please, I'd love to know more.

No thanks, I'll reach out when we need help.

CANCELLATION POLICY

We will refund your total course fee if you give us 5 or more days' notice of your cancellation. We will not refund your course fee if you notify us of the cancellation less than 5 days prior to the training day. Alternatively, you will be given the opportunity to indicate that another person from your organisation will attend in your place. We ask that you inform us of this before the training day. We may sometimes need to reschedule or cancel courses due to unforeseen circumstances. In that instance, we will offer you the option of a total refund of your course fee, or, if that course is deferred to a later date, a transfer of your booking to the later date.