

OVERVIEW

Problems can arise in any workplace and making sure they are dealt with fairly and consistently may require an investigation. A properly conducted investigation allows a manager to fully consider the matter and decide if there are sufficient grounds to call a disciplinary hearing.

In potential disciplinary investigations, a flawed or incomplete investigation can undermine the disciplinary process and may either mean that decisions are overturned at appeal stage or can leave employers vulnerable to claims for unfair dismissal.

The role of the investigator is to be fair and objective in order to establish the facts and reach a conclusion on what did or did not happen.

Who is it for?

This interactive 3 hour workshop is applicable for managers who may be required to conduct investigations in grievance or disciplinary situations.

Content:

- The legal background and burden of proof
- The investigation process
- Creating an investigation plan
- Interviewing witnesses and taking statements
- Collecting evidence
- Writing a report and making a recommendation
- Skills needed for an investigator

Learning Objectives:

By completing this workshop, attendees will be able to:

- Identify with the legislation around investigations
- Understand the steps involved in the investigation process
- Be aware of the skills involved in an effective investigator
- Be confident in planning, evidencing and producing a report for an investigation

