Workplace Investigation Procedures Training Course

Professional Development Training Course Outline

Category	Trade Unions	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Workplace Investigation Procedures Training is a high-impact professional development program designed to equip HR professionals, managers, compliance officers, and organizational leaders with the essential skills to conduct fair, lawful, structured, and evidence-based workplace investigations. In today's evolving corporate environment, organizations face increasing risks related to workplace misconduct, harassment allegations, discrimination claims, ethics violations, fraud detection, and policy breaches. Workplace Investigation Procedures Training Course strengthens capability in applying due process, procedural fairness, and compliance frameworks aligned with modern labor laws, organizational governance, and global HR best practices.

The course emphasizes practical mastery of investigation planning, fact-finding techniques, interview strategies, documentation standards, confidentiality protocols, and report writing. Participants will learn how to manage sensitive cases with neutrality while ensuring legal defensibility and organizational integrity. With rising global attention on ESG compliance, whistleblowing systems, employee relations risk management, and workplace ethics, this training ensures organizations build trust, reduce liability exposure, and maintain a culture of accountability, transparency, and psychological safety.

Programme Curriculum

Workplace Investigation Procedures Training Course

Introduction

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Course Duration

5 days

Course Objectives

1. Understand workplace investigation frameworks and legal compliance standards
2. Apply procedural fairness and natural justice principles
3. Conduct structured fact-finding and evidence collection
4. Develop advanced investigative interviewing techniques
5. Strengthen confidentiality and data protection protocols
6. Identify and manage workplace misconduct and harassment cases
7. Improve documentation and case file management systems
8. Write clear, defensible investigation reports and findings
9. Enhance risk assessment and case prioritization skills
10. Apply bias-free decision-making and neutrality standards
11. Integrate HR compliance and labor law requirements
12. Strengthen whistleblower and grievance handling systems
13. Build organizational capability in ethical workplace governance

Target Audience

1. HR Managers and HR Business Partners
2. Compliance and Ethics Officers
3. Line Managers and Supervisors
4. Legal and Industrial Relations Officers
5. Employee Relations Specialists
6. Organizational Development Professionals
7. Health, Safety & Security Managers
8. Corporate Governance and Risk Officers

Course Modules

Module 1: Foundations of Workplace Investigations

- Principles of workplace investigation lifecycle
- Legal and ethical obligations in HR investigations
- Types of workplace misconduct and violations
- Roles and responsibilities of investigators

- Maintaining neutrality and objectivity
- **Case Study:** Investigation into alleged workplace bullying in a corporate department and how bias impacted early findings.

Module 2: Complaint Intake & Case Assessment

- Receiving and documenting complaints
- Risk classification and severity assessment
- Determining investigation scope and urgency
- Conflict of interest identification
- Setting investigation objectives
- **Case Study:** Misclassified harassment complaint leading to escalation due to poor intake procedures.

Module 3: Investigation Planning & Strategy

- Designing investigation plans and timelines
- Identifying witnesses and evidence sources
- Developing interview sequences
- Legal consultation and approvals
- Resource allocation and case management
- **Case Study:** Fraud allegation in procurement requiring structured multi-department investigation planning.

Module 4: Evidence Collection & Documentation

- Gathering physical, digital, and testimonial evidence
- Chain of custody procedures
- Email, chat, and document review techniques
- Maintaining confidentiality controls
- Evidence validation and reliability checks
- **Case Study:** Data breach investigation involving improper handling of digital evidence.

Module 5: Investigative Interviewing Techniques

- Structured interview frameworks (open/closed questioning)
- Handling reluctant or hostile witnesses
- Cognitive interviewing methods
- Recording statements accurately
- Avoiding leading questions and bias
- **Case Study:** Employee misconduct case where inconsistent witness interviews altered case outcome.

Module 6: Workplace Harassment & Misconduct Cases

- Types of harassment and discrimination claims
- Psychological safety considerations
- Handling sensitive victim statements
- Cross-cultural workplace issues
- Legal thresholds for misconduct
- **Case Study:** Sexual harassment allegation requiring trauma-informed investigative approach.

Module 7: Analysis, Findings & Reporting

- Evaluating evidence credibility
- Drawing objective conclusions
- Structuring investigation reports
- Writing defensible findings
- Recommendations and corrective actions
- **Case Study:** Dispute over unfair dismissal due to poorly written investigation report.

Module 8: Resolution, Closure & Preventive Action

- Case closure procedures
- Disciplinary and corrective action alignment
- Communication of outcomes
- Preventive policy improvements
- Organizational learning integration
- **Case Study:** Repeat misconduct due to failure to implement corrective organizational changes after investigation.

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

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Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com