

# WORKPLACE INVESTIGATION & INTERVIEWING

(FORMERLY INVESTIGATING & INTERVIEWING SKILLS)

23-27 April 2012  
1-5 October 2012

£2490\* *plus VAT*  
Includes 5 nights full board accommodation from Sunday

## BTEC Level 4 Professional Award

edexcel   
Approved Centre

Location: Thames Valley, UK

**Please Note:** This course is based on English law.

Managers and supervisory staff are increasingly being called upon to conduct malpractice investigations within the workplace. The purpose of the investigation may be to establish that a crime has been committed, prior to calling the police, or it may be in support of potential litigation and/or internal disciplinary procedures. This highly interactive programme, with many practical elements, will provide the basic skills necessary to undertake fair, legally compliant and effective internal investigations.

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**Corporate Risk Management**  
**Investigation Objectives & Options**  
**Criminal & Civil Law**  
**Disciplinary Practice & Procedure**  
**Investigation Methodology**  
**Information, Intelligence or Evidence?**  
**Interview Techniques**  
**Presenting a Case**

**Corporate Risk Management** Investigations as part of a corporate risk management programme; reputational risk; legal duty of care; due diligence & compliance issues.

**Investigation Objectives & Options** Decision making process; business impact analysis: ethical, commercial & legal considerations; investigation scope: criminal, civil or disciplinary.

**Criminal & Civil Law** Statute & Common Law; Burden of proof; laws relevant to investigations: Police & Criminal Evidence Act 1984, Fraud Act 2006, Theft Act 1968, Regulation of Investigatory Powers Act 2000; Public Interest (Disclosure) Act 1998 etc.

**Disciplinary Practice and Procedure** Employment Law; ACAS Guidelines; disciplinary sanctions; Whistle-blowing & Informants (PIDA etc); The Burchell Test.

**Investigation Methodology** Establishing terms of reference; determining scope and detail; sequencing investigation stages; maintenance and preparation of investigation records and reports; taking statements and concluding an investigation.

**Information, Intelligence or Evidence?** Determining sources of evidence; types and classes of evidence; evidence gathering & handling; scene preservation; introduction to forensic techniques; photographs, sketches and plans; statement writing; preparing statements for court and tribunals.

**Interview Techniques** Interview preparation stages; setting the scene; room layout; interview conduct guidelines; identifying and using effective communication strategies - active listening & non-verbal communication; questioning strategies and styles; legal constraints when interviewing; documenting the interview; interview closure and analysing responses.

### **Presenting a Case**

Criminal & civil procedure; establishing credibility; giving evidence.

*\*Non-residential fee available on request*

[Click here](#) to register. For further information please contact:

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