

Investigations Awareness Workshop Overview

The workshop has the following objectives:

- Review current approach to investigations within the organisation
- Identify existing issues – operational, tactical and strategic
- Build confidence in current skills/expertise
- Develop ideas and action plan on how to take investigations forward

Duration: 1 day.

Delegate Numbers: Maximum 12.

Suitable for: HR or other managers with responsibilities for equal opportunity policy implementation who need an introduction to equal opportunities investigations, or to consider how to improve investigations processes in the organisation.

Session 1	30 mins	Introductions and objectives.
Session 2	75 mins	Identifying and handling potential investigations.
Session 3	45 mins	Structuring an investigation.
Session 4	30 mins	Investigation methodologies.
Session 5	60 mins	Case studies.
Session 6	60 mins	Managing the process: application.
Session 7	45 mins	Action plans.