

Investigator Skills Workshop Overview

The workshop has the following objectives:

The aim of the workshop is to enable attendees to demonstrate that they have the skills necessary to conduct an effective investigative interview. It is also designed to give them the necessary exposure to investigative interviews to help them decide whether or not they want to undertake the role of an investigator.

Duration: 2 days.

Delegate Numbers: Maximum 4 with HCC trainers.

Can be increased to 8 working with client trainers.

Suitable for: Managers or staff who have been identified as potentially suitable accredited investigators within the organisation.

Pre requisites:

- Good background knowledge/interest in equal opportunities.
- Strong analytical skills.
- Excellent interpersonal skills.
- Strong report writing skills.

Day 1:

Session 1	90 mins	Course content and objectives. Debrief of pre course work. Difficulties encountered by an Investigator. Probing skills.
Session 2	150 mins	Probing and note taking exercises and debrief.
Session 3	15 mins	Report writing – ‘do’s and don’t’s’.
Session 4	120 mins	Role play interview and note taking.
Session 5	60 mins	Report writing exercise.
Session 6	30 mins	Debrief of day’s activities. Briefing for Day 2. Case studies are given out for overnight preparation.

Day 2:

09.00 – 17.15	Investigative interviews – role play with actors.
17.15 – 17.45	Debrief of day’s activities. Briefing for follow up work.

Follow up: Written report marked and assessment of delegate completed by facilitator.