



*Training Course:  
Conducting Workplace Investigations*

*4 - 8 August 2025  
Kigali (Rwanda)*

## Training Course: Conducting Workplace Investigations

Training Course code: HR234807 From: 4 - 8 August 2025 Venue: Kigali (Rwanda) - Training Course Fees: 5950 € Euro

### Introduction:

Workplace Investigations provide the basis for organizational policies, procedures, and work rules. This unique, intensive learning program, taught by industry experts, allows you to explore SHRM's best practice framework for leading independent workplace investigations. Using a real-world case study and in-depth legal scenarios, this learning experience provides you with the opportunity to test your investigative skills in a safe and supportive learning environment of your peers from a wide network of professions. You will leave with proven, practical tools and techniques as you prepare to conduct your own workplace investigations.

### Objectives:

At the end of the training program, participants will be able to:

- Describe and apply the 7-step framework for conducting effective workplace investigations in both in person and remotely.
- Identify the competencies associated with an investigator.
- Define the role of an investigator.
- List the pros and cons of formal investigations.
- Name the goals of the workplace investigation process.

### Personal Benefits:

- Organizing and conducting an efficient and effective investigation.
- Getting the most and best information out of the witnesses.
- Collecting, using, and assessing evidence.
- Writing the report and concluding the investigation.

### Target Audience:

The course will be crucial for all:

- HR Managers and Professionals.
- Managing Directors who would like to familiarize themselves with the process.

- Employees who would like to hone their investigation skills.

## Outlines:

### Day 1

#### Introduction

- Program overview
- When to investigate, formal v informal?
- How to identify inappropriate behaviors at work.
- Key concepts of workplace mediation.

### Day 2

#### An Introduction to Workplace Investigations

- Goals of an internal investigation process.
- Pros and cons of formal investigations.
- The role and competencies required of an investigator.
- Conducting and documenting a formal investigation.

### Day 3

#### Seven-Step Framework for Conducting Effective Workplace Investigations Steps 1, 2, and 3

- Determine if an investigation is required.
- Define the objective of the investigation and make a plan.
- Conduct interviews and gather data.

### Day 4

#### Seven-Step Framework for Conducting Effective Workplace Investigations Steps 4, 5, 6, and 7

- Analyze and validate data.
- Summarize results and develop a recommendation.
- Determine corrective actions.

- Apply the findings to educate and mitigate risks.

## Day 5

### Conclusion

- Final stages: the outputs of the formal investigation.
- Final suggestions.
- Course reflection and next steps.
- Program follow-up and Q&A.

## Registration form on the Training Course: Conducting Workplace Investigations

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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