



*Training Course:  
Incident Investigation and Root Cause Analysis*

*17 - 21 November 2025  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

## Training Course: Incident Investigation and Root Cause Analysis

Training Course code: MA234575 From: 17 - 21 November 2025 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 5950 € Euro

### Introduction

Incident Investigation and Root Cause Analysis course gives organizations an opportunity to find out what went wrong. Learning the lessons and taking action may reduce, or even prevent, accidents in the future.

Every year people are killed or injured at work. Over 40 million working days are lost annually through work-related accidents and illnesses.

Incident Investigation and Root Cause Analysis course gives organizations an opportunity to find out what went wrong. Learning the lessons and taking action may reduce, or even prevent, accidents in the future.

### Course Objectives

By the end of the course, participants will be able to:

- Explain and apply the principles of Incident Management to their workplace
- Apply Incident Management methodology and create a plan to recover the business quickly from a threat or incident
- Explain the basic fundamentals of an investigation
- Demonstrate how to conduct a basic internal investigation within their organization
- Conduct a complete crime scene preservation investigation from start to finish

### Target Audience

This course is suitable for security managers/supervisors and personnel, company investigators, human resource professionals, site managers, safety and incident response team members, business owners, and anyone involved in incident management and investigations.

### Target Competencies

- Teamwork
- Critical Thinking
- Incident Management
- Crime Scene Management

- Communication Skills

## Course Outline

### Day 1 Introduction to Incident Management and Investigations

- Incident management.
- Differences between an Emergency, Incident, and Accident
- Security incidents and safety incidents
- Managing an incident
- Incident response
- Business Continuity Management BCM
- Investigation case studies
- Evidence collection and continuity of evidence
- External and internal investigations
- Locard's Exchange Principle

### Day 2 The fundamentals of Incident Management

- Initial response
- Incident classification
- Reporting and escalation procedures
- Integrated Incident Management Response
- Site-specific emergency procedures
- 5 Priorities when responding to specific Incidents
- Incident management team requirements
- Conducting debriefs post-incident
- 5C's to Incident Management

### Day 3 Application of Incident Management Plan

- What is an Incident Management Plan?

- Constructing an Incident Management Plan for your organization
- Techniques required to implement the plan
- Implement the incident management plan

#### Day 4 Principles of Investigations

- Locard's Exchange Principle
- Establishing an investigative mindset
- Observation skills
- Rules of Investigation
- Planning an investigation
- Decision-making process
- Working with victims and suspects
- Priorities on attending the scene
- Principles and types of search
- Types, value, and collection of evidence
- Crime scene preservation
- Crime typology and how it affects investigations
- Common Questions and Answers regarding investigations

#### Day 5 Investigation Methodology

- Conducting an investigation
- Investigation evaluation
- How to deal with Evidence found at the scene
- Dealing with the authorities and Police
- Understanding the legal chain of evidence
- Questioning techniques
- How to conduct a professional Interview



## Registration form on the Training Course: Incident Investigation and Root Cause Analysis

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

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
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