

CONDUCTING WORKPLACE INVESTIGATIONS

Course Code: CWI



A failure to conduct timely, thorough and fair investigations will commonly cause an employee to dispute the findings of an investigation. Participants will learn about the process for conducting a workplace investigation and relevant laws and the skills necessary for the role of investigator.

This course is practical and relevant to workplaces and is designed independently of the Australian Qualifications Framework (AQF). Conducting Workplace Investigations (CWI) does not provide accreditation for registration under private security legislation.

Learning Content

This full day programme will cover the following topics:

- Assessing the appropriateness of conducting an investigation
- Setting the scope of an investigation
- Communication during an investigation
- Gathering evidence and interview skills
- Evaluating evidence
- Record keeping and confidentiality
- Writing a report

Learning Outcomes

At the conclusion of this programme, participants will:

- Increase their confidence in conducting an investigation
- Be familiar with the process for carrying out an investigation
- Acquire skills for conducting an investigation
- Be aware of common challenges faced by investigators and how to deal with them
- Consider issues around record keeping and confidentiality
- Learn about report writing

JUSTITIA | LAWYERS & CONSULTANTS

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f. 03 8621 4599

JUSTITIA TRAINING REGISTRATION FORM

Please complete one form per participant. Confirmation of your registration will be emailed.

COURSE DETAILS

Course Code: CWI
Course Date: _____

PARTICIPANT DETAILS

Prefix: Mr / Ms / Mrs / Dr / Other:
First Name: _____
Last Name: _____
Position: _____
Organisation Name: _____
Address: _____
Suburb: _____ Post Code: _____
Telephone: ()
Mobile: _____
Email: _____
Email Updates: ☐ Please add me to Justitia's email list
Dietary Requirements: _____

PAYMENT DETAILS

Payment can be made by cheque or credit card. If paying by cheque, please make your cheque payable to 'Justitia'. If paying by credit card, please complete the following section. We request you post or fax this registration form with payment.

Credit Card Type: ☐ VISA ☐ MasterCard
Cardholder Name: _____
Credit Card Number:

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Expiry Date: Month: _____ / Year: _____
Course Fee: \$ _____ (Normal Fee \$945 / Early Bird \$850)

CANCELLATION POLICY

We will refund your total course fee if you give us 5 or more days' notice of your cancellation. We will not refund your course fee if you notify us of the cancellation less than 5 days prior to the training day. Alternatively, you will be given the opportunity to indicate that another person from your organisation will attend in your place. We ask that you inform us of this before the training day. We may sometimes need to reschedule or cancel courses due to unforeseen circumstances. In that instance, we will offer you the option of a total refund of your course fee, or, if that course is deferred to a later date, a transfer of your booking to the later date.

Fax Registration Form to:

(03) 8621 4599