

Conducting Fair Employee Investigations

Presenter: Dr. Anna James

This course considers the procedures required to conduct a fair employee investigation. To achieve this part one will consider the stages of planning, investigation, gathering and assessing evidence. Part two will concentrate on the skill of interviewing employees, including verbal and non-verbal communications as well as managing difficulties during this process. This course will provide the templates for conducting an employee investigation.

Part 1

9.30-10.45

- Welcome
- Pre-interview tasks:
 - ✓ Planning the investigation
 - ✓ Finding facts not fictions
 - ✓ Evaluating the evidence
 - ✓ Legal issues to consider

Break: 10.45-11.00

Part 2

11.00-12.30

- The investigation interview:
 - ✓ Interview questions and equality issues
 - ✓ Making sure witnesses do not feel like perpetrators
 - ✓ Managing conflict
- Evaluations
- Question and answer session