

Leading Workplace Investigations

Intended Audience	Mid-Level	Delivery Option	1-Day In-Person 3-Week Virtual
HR Competencies	<ul style="list-style-type: none">• Communication• Critical Evaluation• HR Expertise (HR Knowledge)	Recertification*	SHRM: 7.5 PDCs

Program Overview

Internal investigations provide the basis for organizational policies, procedures and work rules. This unique, intensive learning program, taught by an industry expert, 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.

Program Objectives

How You Will Benefit:

- Effectively communicate a best-practice process framework for conducting workplace investigations
- Identify competencies required for a workplace investigator
- Employ tactics to mitigate the risks of employment-related litigation
- Identify a framework for conducting workplace investigations and mitigating future risks

Program Modules

This program includes the following modules:

- Module 1: Introduction
 - Program overview
- Module 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
- Module 3: Seven-Step Framework for Conducting Effective Workplace Investigations
 - Determine if an investigation is required
 - Define the objective of the investigation and make a plan
 - Conduct interviews and gather data
 - Analyze and validate data
 - Summarize results and develop a recommendation
 - Determine corrective actions
 - Apply the findings to educate and mitigate risks
- Module 4: Conclusion



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- Final suggestions
- Course reflection and next steps
- Program follow-up and Q&A



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