Leading Workplace Investigations

Intended Audience: Mid-Level

Delivery Option:
- 1-Day In-Person
- 3-Week Virtual

HR Competencies:
- Communication
- Critical Evaluation
- HR Expertise (HR Knowledge)

Recertification*: SHRM: 7.5 PDCs

Program Overview
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.

Program Objectives
How You Will Benefit:
- Describe and apply the 7-step framework for conducting effective workplace investigations 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

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

*Visit shrm.org/educationalprograms for the most up-to-date recertification credit
- Final suggestions
- Course reflection and next steps
- Program follow-up and Q&A

*Visit [shrm.org/educationalprograms](https://shrm.org/educationalprograms) for the most up-to-date recertification credit*