

Leading Internal 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

You've just been asked to conduct a workplace investigation. Your next steps are critical to ensure the investigation is prompt, thorough, and impartial. Conducting workplace investigations is one of the most challenging duties you can take on as an HR professional.

Attend this highly interactive, intensive one-day learning program designed as you prepare to lead independent workplace investigations. Investigate strategically by triaging complaints quickly and efficiently, conducting effective witness interviews, creating unbiased documentation, evaluating evidence based on standards of proof, and crafting a findings document that provides a clear course of action. Employ SHRM's best-practice framework as you explore in-depth legal scenarios that may impact investigations. Apply proven techniques as you engage in a realistic case study with a wide network of professionals from across the country. Leave with proven, practical tools and techniques as you prepare to conduct your own workplace investigation.

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 Internal 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 Internal 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



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- Determine corrective actions
- Apply the findings to educate and mitigate risks
- Module 4: Conclusion
 - Final suggestions
 - Course reflection and next steps
 - Program follow-up and Q&A

One-day Program

Module #	Module Title	Time Frame
Module 1	Introduction	8:30 am-8:45 am
Module 2	An Introduction to Internal Investigations	8:45 am-9:15 am
Module 3	7-Step Framework for Conducting Effective Internal Investigations	9:15 am-10:00 am
BREAK		10:00 am-10:15 am
Module 3 (continued)	7-Step Framework for Conducting Effective Internal Investigations	10:15 am-12:00 noon
LUNCH		12:00 pm-12:30 pm
Module 3 (continued)	7-Step Framework for Conducting Effective Internal Investigations	12:30 pm-2:15 pm
BREAK		2:15 pm-2:30 pm
Module 3 (continued)	7-Step Framework for Conducting Effective Internal Investigations	2:30 pm-4:45 pm
Module 4	Conclusion	4:45 pm-5:00 pm

3-Week Virtual

Session	Module #	Module Title	Time Frame
Week 1			
Session 1	Module 1	Introduction	15 minutes
	Module 2	An Introduction to Internal Investigations	75 minutes
Session 2	Module 3	7-Step Framework for Conducting Effective Internal Investigations	90 minutes
Week 2			
Session 3	Module 3 (continued)	7-Step Framework for Conducting Effective Internal Investigations	90 minutes
Session 4	Module 3 (continued)	7-Step Framework for Conducting Effective Internal Investigations	90 minutes

Week 3			
Session 5	Module 3 (continued)	7-Step Framework for Conducting Effective Internal Investigations	90 minutes



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Session 6	Module 3 (continued)	7-Step Framework for Conducting Effective Internal Investigations	75 minutes
	Module 4	Conclusion	15 minutes



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