

Leading Workplace Investigations

Intended Audience	Mid-Level	Delivery Option	<ul style="list-style-type: none"> • In-Person • Live Online
HR Competencies	<ul style="list-style-type: none"> • Communication • Analytical Aptitude • 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
 - Final suggestions
 - Course reflection and next steps
 - Program follow-up and Q&A