



WORKLOGIC

Mastering Workplace Investigations

Worklogic's flagship course, *Mastering Workplace Investigations* give participants the context, skills and knowledge to conduct comprehensive, robust workplace investigations.

This online course uses a range of live and asynchronous learning with a heavy emphasis on coaching participants in the skills needed for a workplace investigator.

We keep the numbers small and provide one on one access to our experienced facilitators so that participants can become confident in their ability to effectively investigate complex fact scenarios. You will be asked to attend live Zoom workshops, work in small groups, watch online lectures and quizzes, and work with a dynamic video based fact scenario.

You'll also have the opportunity to submit exercises for feedback to ensure that you are able to develop your investigation skills.

Each participant will receive a copy of Worklogic's *Effective Workplace Investigations* 4th Edition, the leading Australian text on Workplace Investigations.

Day One

Welcome & Introduction

What is a workplace investigation?

What are you Investigating?

Triaging Complaints

Legal Frameworks supporting workplace investigations including:

- Bullying
- Discrimination
- Psycho-social hazards
- Positive Duty to eliminate sexual harassment in the workplace

Introduction to Procedural Fairness

Drafting Allegations

Video Scenario

Drafting Allegations Practice (*this is a feedback exercise*)

Day Two

Planning the investigation

- Roles in the investigation
- Who should investigate?
- Communicating with the Participants

Conflict of Interest & Bias

Legal Professional Privilege

Drafting Allegations Part two

Feedback

Mastering Interview Technique

- Interview planning
- Interview technique
- Trauma Informed Interviewing

<ul style="list-style-type: none"> • Interview technique practice (<i>this is a feedback exercise</i>)
Day Three
Documentary Evidence and Digital Evidence
Privacy and Searching Property in the Workplace
Removing Participants from the Workplace Confidentiality Concurrent Investigations and Other Interruptions
Rules of Evidence Contradictory Evidence Contradictory Evidence Practice (<i>this is a feedback exercise</i>)
Emerging issues in Workplace Investigations <ul style="list-style-type: none"> • Sexual Harassment Investigations • Reportable Conduct • Whistleblower Protection
Interview technique – Part Two Feedback on Interview technique
Day Four
Contradictory Evidence part two Feedback on Contradictory Evidence Exercise
Analysing Evidence Assessing Credibility
Evaluating Evidence and Making Findings
Drafting the Report Part One (<i>this is a feedback exercise and written feedback will be provided at the completion of the course</i>)
Breaches of Policy
Well being and Professional Development for Investigators
Professional Ethics