

Workplace Investigations

Course Outline – Supervisors

Module	Learning Objectives	# of Customizable Pages
Introduction	<ul style="list-style-type: none">• Identify the topics covered in this course.• Navigate the course.	2
The Investigation Mandate	<ul style="list-style-type: none">• Explain the importance of workplace investigations.• Identify when investigations are appropriate.	2
Planning the Investigation	<ul style="list-style-type: none">• Identify best practices to plan for an investigation.• Explain the importance of documentation.• Recognize the pros and cons of different types of investigators.	1

Workplace Investigations

Course Outline – Supervisors

Module	Learning Objectives	# of Customizable Pages
Initiating the Investigation	<ul style="list-style-type: none">• Identify interviewing guidelines.• Implement the interview process.• Recognize common problems to avoid.• Explain the different sensitivities to keep in mind when interviewing different involved parties.• Identify how to make credibility determinations.• Identify necessary sections in an investigative report.	1
Implementing the Decision	<ul style="list-style-type: none">• Identify and implement steps to implement the final decision resulting from an investigation.• Recognize the guiding principles to designing disciplinary measures for those who have violated company policy.• Identify and implement the steps to provide appropriate remedial action for victims.	1
Conclusion	<ul style="list-style-type: none">• Receive a summary of the course content.	8