Email: info@gatewayconsulting.com | Phone: +96522968641
https://gatewayconsulting.com

WORKPLACE INVESTIGATION SKILLS

Start Date:	02/11/2026	**End Date:**	06/11/2026
Categories:	Human Resources	**Venues:**	Barcelona
Formats:	In Person	**Instructors:**	

OVERVIEW

A sound investigation is the basis of any fair disciplinary or grievance outcome. This program takes participants through the full investigation process, from deciding whether to investigate to reaching a defensible conclusion and reporting it. Participants build the planning, evidence, interviewing, and decision-making skills needed to handle sensitive cases such as misconduct, harassment, and policy breaches with fairness and rigour.

OBJECTIVES

By the end of this course, participants will be able to: – Decide when an investigation is required – Plan and scope an investigation correctly – Gather and handle evidence properly – Conduct investigative interviews effectively – Assess credibility and manage bias – Reach conclusions supported by the evidence – Document findings in a defensible report

COURSE OUTLINE

1- When to Investigate 2- The Investigation Framework 3- Planning and Scoping 4- Impartiality and Confidentiality 5- Types of Evidence 6- Gathering and Handling Evidence 7- Chain of Custody and Integrity 8- Investigative Interviewing 9- Assessing Credibility and Managing Bias 10- Reaching Defensible Conclusions 11- Writing the Investigation Report 12- Handling Sensitive Cases

TARGET AUDIENCE

HR practitioners, employee relations officers, and managers who conduct workplace investigations.

METHODOLOGY

The program is heavily practical, using case studies, interview practice, and a multi-stage investigation simulation. Participants receive feedback on fairness, evidence handling, and defensibility throughout the week.

CONCLUSION

Participants leave able to run a thorough, fair, and defensible investigation that supports sound

disciplinary and grievance decisions.

DAILY AGENDA

Day 1: When to Investigate and the Investigation Framework

Covers the decision to investigate, the structural framework that guides the process, planning and scoping requirements, and the standards of impartiality and confidentiality.

Day 2: Evidence: Types, Gathering and Integrity

Examines the types of evidence relevant to workplace investigations, how to gather and handle evidence properly, and how to maintain chain of custody and integrity throughout.

Day 3: Investigative Interviewing

Develops practical investigative interviewing skills, covering structured questioning approaches and the handling of complainant, witness, and accused interviews.

Day 4: Credibility, Bias and Reaching Conclusions

Focuses on assessing credibility, recognizing and managing investigator bias, and applying the standard of proof to reach defensible, evidence-based conclusions.

Day 5: Report Writing, Sensitive Cases and Simulation

Covers writing a defensible investigation report, handling sensitive case types, and a full multi-stage investigation simulation tying together the week's learning.

For more information, please contact us:
Email: info@gatewayconsulting.com | Phone: +96522968641
https://gatewayconsulting.com