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INVESTIGATION REPORT WRITING

Start Date:	09/11/2026	**End Date:**	13/11/2026
Categories:	Human Resources	**Venues:**	Berlin
Formats:	In Person	**Instructors:**	

OVERVIEW

The report is the deliverable that records what was found and protects the decision. This program teaches participants to write neutral, factual investigation reports that hold up under scrutiny. The focus is on structure, evidence-based findings, and language that stays objective and free of advocacy, so the report can support any outcome that follows, with substantial drafting practice.

OBJECTIVES

By the end of this course, participants will be able to: – Structure an investigation report clearly – Present findings supported by evidence – Write in neutral, factual, objective language – Separate fact, finding, and recommendation – Apply the correct standard of proof – Avoid advocacy and bias in wording – Produce a report that withstands scrutiny

COURSE OUTLINE

1- Purpose of the Investigation Report 2- The Audience and Its Needs 3- Report Structure 4- Presenting Evidence and Statements 5- Organizing the Chronology 6- Fact Versus Finding Versus Recommendation 7- Neutral and Objective Language 8- Avoiding Advocacy and Bias 9- Standard of Proof and Findings 10- Recommendations and Next Steps 11- Common Report Weaknesses 12- Review and Quality Check

TARGET AUDIENCE

HR and employee relations staff who write or review investigation reports.

METHODOLOGY

The program is workshop-based, using sample reports and guided drafting exercises. Participants rewrite biased passages and produce a structured report with feedback over the course of the week.

CONCLUSION

Participants leave able to produce clear, neutral investigation reports that document findings

accurately and support the decisions that follow.

DAILY AGENDA

Day 1: Purpose, Audience and Report Structure

Establishes the purpose of the investigation report, who will read it and what they need from it, and the structural framework that organizes the document.

Day 2: Presenting Evidence, Statements and Chronology

Covers how to present evidence and witness statements accurately, and how to organize a clear factual chronology that supports the reader's understanding.

Day 3: Fact, Finding, Recommendation and Neutral Language

Develops the critical distinction between fact, finding, and recommendation, and builds the skill of writing in neutral, objective, non-advocacy language.

Day 4: Standard of Proof, Bias and Recommendations

Covers applying the correct standard of proof, identifying and removing bias and advocacy from draft reports, and writing proportionate, well-grounded recommendations.

Day 5: Common Weaknesses, Review and Full Drafting

Reviews the most common report weaknesses, applies a quality-check framework, and closes with a full report drafting exercise with structured peer and instructor review.

For more information, please contact us:
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