

# WORKPLACE INVESTIGATIONS

A practical approach to the conducting of investigations for non-lawyers

<b>Modules</b>	
<b>1</b>	<b>UNDERSTANDING YOUR BRIEF AND DEVELOPING A STRATEGY FOR SCOPING THE INVESTIGATION</b> <ul style="list-style-type: none"><li>• Contracting with the internal client</li><li>• Identifying the issues</li><li>• Understanding the legal obligations</li><li>• Scoping the problem</li></ul>
<b>2</b>	<b>COMMUNICATIONS WITH THE KEY STAKEHOLDERS :</b> <ul style="list-style-type: none"><li>• Roles and responsibilities of stakeholders</li><li>• Information sharing</li><li>• Breaking down communication barriers</li></ul>
<b>3</b>	<b>RIGHTS OF THE PARTIES</b> <ul style="list-style-type: none"><li>• Rights of the accused</li><li>• The aggrieved</li><li>• Dynamics at the workplace</li><li>• Protocols and policies while investigation conducted</li></ul>
<b>4</b>	<b>CURRENT WORKPLACE ISSUES</b> <ul style="list-style-type: none"><li>• Sexual Harassment</li><li>• General grievances</li><li>• Workplace bullying</li><li>• Discrimination</li></ul>

<b>5</b>	<p><b>NATURAL JUSTICE</b></p> <ul style="list-style-type: none"> <li>• What it means</li> <li>• Who is involved</li> <li>• Right to be heard</li> <li>• Responses and right to respond</li> </ul>
<b>6</b>	<p><b>THE FORMAL AND INFORMAL INTERVIEW PROCESS</b></p> <ul style="list-style-type: none"> <li>• Starting and finishing</li> <li>• Information recording</li> <li>• “what constitutes the record and how can it be used”</li> </ul>
<b>7</b>	<p><b>FINALISING A REPORT AND MAKING RECOMMENDATIONS TO YOUR CLIENT</b></p> <ul style="list-style-type: none"> <li>• What makes for a good report</li> <li>• What you need</li> <li>• Whose report is it ?</li> <li>• Freedom of information and privacy considerations</li> </ul>

Workshops can be tailored to meet requirements of organisation and can include one on one mentoring for persons who may be charged with undertaking this role within an organisation.

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