



WORKPLACE INVESTIGATION TRAINING CURRICULUM

Purpose: The Purpose of this training is to educate management on the proper techniques for conducting workplace investigations. Legal elements and documentation best practices will be discussed.

Time: 4.5 hours

Materials: Each participant will receive a handbook with slides and sample forms

Learning Objectives:

- Identify the types of situations that require an investigation take place
- Learn how to properly document an investigation
- Understand the evidentiary collection process
- Recognize verbal and non-verbal behaviors that could indicate deception in an interview setting
- Summarize the elements contained in a written statement
- Develop written statements that can be used as a defense for unemployment, EEOC, and civil litigation matters

Training Outline:

1) Initiating and Handling (1 hr)

- a) Discuss when an investigation is necessary
- b) Regulatory requirements for conducting investigations
- c) Legal elements to consider
- d) Preparing an investigative plan
- e) Document and evidence collection
- f) Documenting the investigation and steps taken

10 Min Break

2) Interview Process (1.5 hours)

- a) Room set up
- b) Using witnesses and their role
- c) Use of audio or video recorders in the interview
- d) Understanding verbal and non-verbal behaviors
- e) Identifying base line behaviors to detect deception
- f) Styles of questions to use in an interview
- g) Transitioning from interview to written statement

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3) Interview Role Play (30 minutes)

15 Min Break

4) Collecting a Written Statement (1 hour)

- a) Difference between witness statements vs admission statements
- b) How to get an employee to write a statement
- c) Elements of a written statement – documenting the admission
- d) Address common problems encountered during the statement process