

# Introduction to workplace investigator skills workshop

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**Date:** Thursday 2 July 2026 | **Format:** online event via Microsoft Teams

## Programme

### Morning session

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**9:30** Workshop welcome and introductions

**Introduction to Investigations** *(including a 5-minute break)*

- Potential Pitfalls
- Core Practical Tasks
- Drafting and Agreeing the Terms of Reference – **Exercise 1**

**10:45** Tea/Coffee Break

**11:00** **Core Skills**

- Continuing with the Terms of Reference
- Rapport: Building and Maintaining
- Empathy – **Exercise 2**
- Questioning & Listening

**Preparing for Interview** *(including a 5-minute break)*

- Opening an Interview
- Note-Taking
- Drafting Appropriate Questions – **Exercise 3**

**12:45** **Lunch**

### Afternoon Session

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**13.30** **Interviewing**

- Bad and good interviewing – videos
- Interviewing the respondent; skills practice – **Exercise 4**
- Interviewing the witnesses

**14.55** Tea/coffee break

**15.10** **Analysing evidence**

- Definitions of behaviours
- Measures of assessment
- Standard of proof

**Investigation report** *(including a 5-minute break)*

- Populating the report
- How to present findings
- What makes a good report – **Exercise 5**

**16.20** Final questions

**16.30** Close