

# HR How to...



## How to conduct Workplace Investigations

12 OCTOBER 2016 & 8 FEBRUARY 2017  
9.30-11.30AM

The investigation is one of the most critical steps in work place problem resolution, whether it be performance, conduct or employee dissatisfaction. A good investigation can save you time and ensure the integrity of your formal procedures. Our interactive workshop will take you through:

- Planning for your investigation (understanding the remit and objective)
- Appointing your investigator
- Taking statements and management of witnesses
- Writing your investigation report
- Common pitfalls
- Useful tools and templates

Case study based  
Interactive Workshops

Suitable for HR  
Managers, Line  
Managers, MDs, FDs  
and  
Charity Trustees

Delivered by  
experienced Lawyers  
and HR Associates

£70 + VAT or £50 + VAT  
for Watertight HR  
members

To book contact us on  
0114 303 2300 or  
[hello@bhayanilaw.co.uk](mailto:hello@bhayanilaw.co.uk)

Can be delivered in  
house- other dates  
available

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