



# Shropshire HR Training

## **Conducting Workplace Investigations**

### **Course Duration**

3.5 hours - face-to-face workshop

### **Cost**

£60

### **Course Overview**

Undertaking workplace disciplinary and grievance investigations in a fair and reasonable way is crucial to reaching sound decisions and preventing costly claims.

This workshop will equip managers with the skills and knowledge to plan and conduct a robust and reasonable investigation.

### **Topics Covered**

- Planning for an investigation
- Interviewing witnesses
- Collecting and evaluating evidence
- Writing the report
- Preparing for meeting/hearing

### **Who is this course for?**

This course is for anyone who is responsible for carrying out workplace investigations.

### **Booking**

Please email [shropshirehr@shropshire.gov.uk](mailto:shropshirehr@shropshire.gov.uk) for further information and to book your place.

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