



INTERNAL INVESTIGATIONS

Investigative Interviewing Skills

Target Groups

The course is aimed at all those who have a responsibility to conduct an investigative interview such as:

- HR Personnel
- Corporate Risk Managers
- Compliance Officers

Number of Students

The course can be taught to a minimum of 8 and to a maximum of 14 students.

Duration

3 Days

Cost Per Student

£550 plus VAT

In the Commercial world investigations will be as varied as the circumstances that prompt them. In order to conduct an effective investigation, the scope and purpose of the investigation must be thoroughly understood from the outset. The objective of an internal investigation is to discover facts which in turn inform appropriate decision making by the relevant management team.

Information is crucial to the successful outcome of an investigation and it is the ability of the investigator to obtain accurate, reliable and useful information from witnesses and victims of any alleged wrongdoing that is essential to securing an effective outcome for the individuals involved and your Company's reputation.

The major purpose of this course is to provide practical guidance on investigative interviewing based on psychological theory and research which will enable those charged with conducting investigative interviews in the commercial world with the most effective model of interviewing .

Content

- Fully understand their role
- Learn from previous case reviews
- Understand current legislation and guidance
- Psychological factors relating to interview behaviour
- Apply an appropriate decision making model
- Prepare for the Interview
- Interview planning
- Cognitive Model
- Listening and questioning skills
- Interview structure
- Apply a note taking model to all conversations
- Practical role play interview sessions
- Interview evolution

Aims and Objectives

- Provide those charged with conducting internal investigations with the necessary interviewing skills to adequately perform their task
- Gain confidence in their own ability to interview thoroughly



Features and Benefits



Interviews that are professionally undertaken and quality assured can have several advantages for your business. They are:

- * Direct an investigation
- * Support the prosecution case, which saves time, money and resources
- * Increases public confidence in your business.
- * Reduces reputational risk

Delivering high quality training to nationally recognised occupational standards will enhance the reputation of your business.

Contact Details

www.vaughantraining.co.uk
vaughan.training@sky.com
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Quality Assurance

All of our trainers have significant practical experience in the arenas of HR Management and Forensic Investigative Interviewing. In addition all have academic qualification in both relevant subject matter.

The content of our training programmes are regularly reviewed and updated in the light of changing policy and legislation, research, learning from tribunal enquiries.

For more information on any of our products or services please visit us on the Web .

Course Structure

The course is designed to meet all the required components of the National Occupation standards as set by Skills For Justice. The NOS units are:

CJ101.1 – Plan and prepare interviews with victims and witnesses

CJ101.2 – Conduct interviews with victims and witnesses

CJ101.3 – Evaluate interviews with victims and witnesses and carry out post interview processes

The training has been constructed in accordance with the following legislation: and guidance material:

PEACE model, Human Rights Act 1998, Disability Discrimination Act 1995, Sex Discrimination Act 1995, Race Relation Act 1976. Employment Act 2008

The course is presented using a variety of learn styles such as:

Board blasts, power-points, group work, exercises, and interview practical's. Students are provided with a range of hand-outs to support their learning. Each student will receive a written evaluation and a copy of the DVD of their particular interview.

This course is designed to meet the requirements of one of the most significant cases in employment law, BHS v Burchell (1978)



Location of Training



Our hand picked locations are identified with your learn experience at the heart of our decision. Interview training course take place at 4 star venues within the Best Western Hotel chain at venues in Manchester, Portsmouth, London and Newport, South Wales

The venues have been chosen for the excellent facilities on offer and the warm friendly atmosphere generated during our stay.

Special room rates have been negotiated which can be arranged by our admin team which includes preferential rates based on B, B & EM .

Terms and Conditions

The cost of the training includes morning refreshments, lunch, and afternoon refreshments. All training material is included.

Registration details will be sent within 14 days of the event date. If you have not received details within 7 days of the event please call us on 03330-113267

Cancellations confirmed in writing within 21 days before the event will be refunded, minus an administration fee of £50. We regret that no refund will be made after that date.

Vaughan Training & Consultancy LTD are not able to offer a refund for cancellations arising from events outside of our control.

Data Protection

The personal information you have provided to Vaughan Training & Consultancy LTD will not be provided to any external body. However we may use your information to promote events run by us.

Simply call our business team on 03330-113267 and we will be pleased to provide you with a booking form.

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Method of payment:

All payments must be received 30 days prior to the training event

Payment may be made by BACS or cheque whichever is easiest for your company.

For more information on any of our products or services please visit us on the Web .