Internal Investigation Governance and Oversight Training Course

3 – 7 May 2027
Tokyo

AGILE LEADERS
Training Center

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Ref: 1221_190165 **Date:** 3 – 7 May 2027 **Location:** Tokyo **Fees:** 10000 Euro

Overview

Internal Investigation Governance and Oversight Training Course is a one-week course for governance, board-support, audit, compliance, ethics, legal, and investigation leaders who leave with an Internal Investigation Governance File. The course connects mandate and authority, independence, conflicts, case intake, triage, planning, evidence control, interviews, legal interfaces, reporting, remediation, committee oversight, confidentiality, escalation, and closure assurance. Agile Leaders Training Center presents internal investigation governance as an accountable organizational process.

Who Should Attend

- Governance functions responsible for investigation mandates and oversight structures
- Board-support functions responsible for committee papers, decisions, and escalation records
- Audit and compliance functions responsible for intake, assurance, and investigation coordination
- Ethics functions responsible for reporting channels and protection measures
- Legal functions responsible for lawful process and legal-interface decisions
- Investigation management functions responsible for scope, evidence, reporting, and closure

The course assumes participants oversee sensitive cases, investigation evidence, or governance decisions and leaves out forensic accounting techniques, law-enforcement methods, jurisdiction-specific legal advice, and basic interviewing skills.

Departments and Industries

The course supports internal investigation governance across:

- Governance, legal, compliance, ethics, risk, and internal-audit departments
- Human resources, security, finance, procurement, and board-secretariat functions
- Banking, insurance, healthcare, energy, and professional-service organizations
- Technology, manufacturing, logistics, education, and construction organizations
- Public-interest, nonprofit, and development organizations

Learning Objectives

By the end of this course, participants will be able to:

- Analyze investigation mandates, authority, and oversight responsibilities
- Evaluate independence, conflicts, confidentiality, and protection needs
- Build intake, triage, scope, and investigation-planning controls
- Apply evidence-governance and interview protocols
- Evaluate findings, reports, remediation, and escalation decisions
- Create closure assurance and committee oversight evidence

Course Agenda

Day 1: Mandate, Principles, and Authority

- ISO/TS 37008:2023 Principles Reference
- Internal Investigation Governance Charter
- Investigation Authority and Delegation Matrix
- Independence and Conflict Assessment
- Confidentiality and Protection Control Map

Day 2: Intake, Triage, and Planning

- Case Intake and Allegation Record
- Risk-Based Triage Decision Matrix
- Investigation Scope and Objective Statement
- Investigation Team Competence Checklist
- Investigation Plan and Milestone Register

Day 3: Evidence, Interviews, and Decisions

- Evidence Preservation and Access Protocol
- Evidence Custody and Review Register
- Interview Planning and Documentation Guide
- Legal and Privilege Interface Log
- Investigation Decision and Escalation Record

Day 4: Reporting, Remediation, and Oversight

- Investigation Report Quality Checklist
- Findings and Evidence Traceability Matrix
- Remediation Ownership and Follow-Up Tracker
- Board and Committee Oversight Dashboard
- Case Closure and Assurance Record

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Day 5: Investigation Governance Practice

- Exercise: Assess Mandate, Independence, and Protection
- Exercise: Triage and Scope an Internal Case
- Exercise: Govern Evidence and Interview Decisions
- Exercise: Review Reporting, Remediation, and Closure
- Capstone Exercise: Internal Investigation Governance File

Practical Exercises

The course uses suggested activities to practice internal investigation governance:

- Suggested activity: assess independence and conflicts in a financial-services allegation
- Suggested activity: scope an investigation and evidence plan for a healthcare case
- Suggested activity: review interview, reporting, and escalation decisions in a technology case
- Suggested activity: present remediation and closure assurance to a board committee

FAQs

Who does internal investigation governance training suit, and what does it assume?

Internal investigation governance training suits experienced governance, audit, compliance, ethics, legal, board-support, and investigation functions and assumes responsibility for sensitive cases, evidence, decisions, or oversight.

How does internal investigation governance differ from forensic investigation training?

Internal investigation governance focuses on mandate, independence, authority, protection, evidence controls, decision records, reporting, remediation, oversight, and closure rather than forensic accounting, digital examination, or law-enforcement techniques.

What supports independence in internal investigation governance?

Independence is supported through documented authority, conflict assessment, appropriate reporting lines, protected resources, limits on interference, escalation routes, and oversight of material decisions.

How should internal investigation evidence be governed?

Internal investigation evidence should be governed through lawful access, preservation, custody, restricted handling, documented review, source traceability, confidentiality, and controlled retention or disposal decisions.

What should a board committee review in an internal investigation?

A board committee should review mandate, independence, scope, material risks, significant delays, escalation decisions, findings, remediation ownership, closure criteria, and assurance that actions are tracked.

Conclusion

Participants take back an Internal Investigation Governance File containing a charter, authority matrix, conflict assessment, intake record, triage matrix, plan, evidence register, interview guide, decision log, report checklist, remediation tracker, oversight dashboard, and closure record. The file turns sensitive cases into a traceable governance process. It supports independence, consistency, evidence control, accountability, and oversight.