Investigation Management and Procedural Fairness Training Course

7 – 11 December 2026
Addis Ababa

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Ref: 457_223675 **Date:** 7 – 11 December 2026 **Location:** Addis Ababa **Fees:** 4500 Euro

Overview

Investigation Management and Procedural Fairness Training Course is a one-week professional course for investigation managers, compliance officers, HR investigators, internal audit professionals, grievance and disciplinary leads, and public-sector enquiry teams. Participants connect mandate, independence, scope, planning, evidence governance, interviews, procedural fairness, bias controls, confidentiality, team supervision, analysis, findings, reporting, escalation, root-cause review, and quality assurance. They leave with a Fair Investigation Management Pack. Agile Leaders Training Center delivers this course for disciplined, impartial and reviewable enquiries.

Who Should Attend

- Investigation managers responsible for scope, resourcing, supervision, decisions, and quality
- Compliance and ethics officers managing reports of misconduct or control concerns
- HR, employee relations, grievance, and disciplinary investigators
- Internal audit, fraud risk, and assurance professionals supporting fact-finding
- Public-sector and administrative enquiry teams handling sensitive matters
- Legal, governance, security, and data-protection staff coordinating investigation controls

The course assumes participants support organizational investigations or enquiries. It is jurisdiction-neutral, does not teach criminal-investigation tactics, and does not replace legal, employment, regulatory, privacy, or law-enforcement advice.

Departments and Industries

The course supports organizations that need consistent, fair, confidential, and evidence-based investigation processes.

- Compliance, ethics, whistleblowing, and speak-up functions
- Human resources, employee relations, grievance, and disciplinary teams
- Internal audit, assurance, fraud risk, and corporate security departments
- Public administration, education, healthcare, finance, and regulated industries
- Governance, legal coordination, privacy, records, and information-security functions
- Independent review, ombuds, professional standards, and inspection teams

Learning Objectives

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

- Define a proportionate mandate, scope, governance structure, and investigation plan
- Protect independence, procedural fairness, confidentiality, and participant welfare
- Govern documentary, digital, physical, and testimonial evidence
- Plan and supervise neutral interviews and reliable records
- Analyze evidence, separate facts from assumptions, and build supported findings
- Assemble a Fair Investigation Management Pack with quality controls

Course Agenda

Day 1: Mandate, Scope and Investigation Governance

- Allegation Assessment and Case-Triage Record
- Mandate, Purpose and Terms of Reference
- Independence, Conflict and Bias Control
- Roles, Decision Rights and Escalation Map
- Investigation Plan, Milestones and Resource Model

Day 2: Evidence Governance and Fair Process

- Evidence Issue and Source Matrix
- Collection, Preservation and Access Controls
- Relevance, Reliability and Corroboration Tests
- Confidentiality, Privacy and Need-to-Know Plan
- Procedural Fairness and Participant Communication

Day 3: Interview Strategy and Team Supervision

- Interview Sequence and Objective Map
- Neutral Question Plan and Evidence Themes
- Witness Support, Welfare and Practical Adjustments
- Notes, Statements, Confirmation and Disputed Facts
- Investigator Briefing, Supervision and Conduct Review

Day 4: Analysis, Findings and Reporting

- Evidence Chronology and Event Reconstruction
- Fact, Inference, Gap and Contradiction Analysis
- Finding Framework and Applicable Standard
- Alternative Explanation and Bias Challenge
- Investigation Report and Evidence Referencing

Day 5: Quality, Remediation and Case Closure

- Suggested Exercise: Build Terms of Reference and a Case Plan
- Suggested Exercise: Review Evidence and Interview Strategy
- Suggested Exercise: Test Findings and Alternative Explanations
- Suggested Exercise: Complete Quality and Fairness Assurance
- Capstone Exercise: Fair Investigation Management Pack

Practical Exercises

The course uses suggested activities to turn allegations, evidence, interviews, analysis, and governance requirements into a controlled investigation process.

- Suggested activity: triage an allegation, identify conflicts and risks, define scope boundaries, allocate roles, and establish milestones and escalation points.
- Suggested activity: build an evidence matrix covering issues, sources, preservation, access, reliability, corroboration, gaps, confidentiality, and ownership.
- Suggested activity: prepare an interview sequence, objectives, neutral questions, evidence references, participant arrangements, record method, and follow-up needs.
- Suggested activity: assemble the case chronology, findings matrix, report structure, quality checks, root-cause questions, remediation handoff, and closure record.

FAQs

What is procedural fairness in an organizational investigation?

Procedural fairness generally involves a clear process, impartial decision-making, reasonable notice of relevant concerns, an opportunity to provide information, balanced evidence gathering, consistent treatment, and decisions based on the applicable organizational framework and evidence.

How should an investigation scope be defined?

The scope should identify the allegation or question, purpose, issues to determine, relevant period, people and records, exclusions, authority, reporting line, decision boundaries, confidentiality expectations, resources, milestones, dependencies, and change-control process.

How can investigation interviews remain neutral?

Interviewers can use clear objectives, open and non-confrontational questions, evidence-based follow-ups, fair sequencing, accurate records, opportunities for clarification, checks for alternative explanations, and consistent conduct across participants.

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What belongs in an investigation findings matrix?

A findings matrix should connect each issue with the applicable standard, evidence supporting and contradicting it, reliability considerations, gaps, alternative explanations, analysis, conclusion, and references to the underlying record.

How should confidentiality be managed?

Confidentiality should be managed through role-based access, secure records, controlled communications, clear expectations, lawful handling, need-to-know disclosure, retention rules, breach escalation, and honest explanations that absolute secrecy may not be possible.

What is reviewed before an investigation closes?

Closure review should test scope completion, evidence coverage, interview fairness, unresolved gaps, bias challenges, supported findings, report clarity, confidentiality, approvals, participant communications, records, remediation handoff, lessons, and quality assurance.

Conclusion

Participants leave with a Fair Investigation Management Pack containing a triage record, terms of reference, governance map, investigation plan, evidence matrix, interview strategy, confidentiality controls, chronology, findings matrix, report structure, fairness checklist, root-cause questions, remediation handoff, and closure review. The pack changes fragmented enquiry activity into a traceable management process. It supports impartial fact-finding, reliable evidence, defensible analysis, disciplined supervision, and consistent quality.