

Workplace Investigations and Evidence Assessment Training Course

7 – 11 March 2027
Bangkok

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Ref: 414_264752 **Date:** 7 – 11 March 2027 **Location:** Bangkok **Fees:** 6000 Euro

Overview

Workplace Investigations and Evidence Assessment Training Course is a one-week advanced course for HR, employee relations, ethics, compliance, and assurance professionals who leave with a Workplace Investigation Case File. The course connects intake, triage, terms of reference, investigator independence, evidence preservation, document review, witness interviewing, credibility assessment, procedural fairness, confidentiality, findings, reporting, decision handoff, and remediation tracking. Agile Leaders Training Center delivers this course on workplace investigations and evidence assessment.

Who Should Attend

- Human resources functions responsible for complaints, grievances, and investigation processes
- Employee relations functions responsible for fair case handling and management advice
- Ethics and compliance functions responsible for concerns, reporting channels, and impartial fact-finding
- Legal operations functions responsible for investigation governance and evidence quality
- Internal audit and safeguarding functions responsible for sensitive reviews and control evidence
- Line-management functions responsible for commissioning investigations and receiving findings

The course assumes participants already handle workplace concerns, employee cases, or assurance reviews and leaves out criminal investigation, safety-incident root-cause analysis, and disciplinary decision making.

Departments and Industries

The course supports workplace investigation capability across private, public, nonprofit, education, healthcare, and regulated organizations.

- Human resources and employee relations departments
- Ethics, compliance, speak-up, and safeguarding functions
- Legal operations, internal audit, and corporate security teams
- Healthcare, education, financial services, and professional services
- Manufacturing, logistics, hospitality, and technology organizations
- Public service and nonprofit institutions

Learning Objectives

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

- Apply intake, triage, and independence checks
- Build terms of reference and investigation plans
- Use evidence preservation and review records
- Conduct structured witness interviews
- Evaluate credibility and competing evidence
- Build findings, reports, and quality assurance records

Course Agenda

Day 1: Intake and Investigation Governance

- Complaint Intake and Triage Record
- Investigator Independence and Conflict Check
- Allegation and Issue Framing Matrix
- Terms of Reference Template
- Procedural Fairness and Anti-Retaliation Control Map

Day 2: Planning and Evidence Control

- Investigation Plan and Milestone Schedule
- Evidence Source and Custodian Map
- Document Preservation and Collection Log
- Confidentiality and Access Control Matrix
- Evidence Relevance and Reliability Screen

Day 3: Interviews and Credibility

- Witness Sequence and Interview Strategy
- Open and Probing Question Framework
- Interview Record and Confirmation Protocol
- Credibility Factor Assessment Matrix
- Contradiction and Corroboration Map

Day 4: Findings and Investigation Reporting

- Allegation-to-Evidence Analysis Table
- Balance of Evidence Finding Record
- Investigation Report Structure
- Decision Handoff and Outcome Communication Map
- Case Quality Assurance and Remediation Tracker

Day 5: Workplace Investigation Practice

- Suggested Exercise: Intake and Independence Decision
- Suggested Exercise: Evidence Preservation Challenge
- Suggested Exercise: Witness Interview and Credibility Review
- Suggested Exercise: Findings and Report Quality Check
- Capstone Exercise: Workplace Investigation Case File

Practical Exercises

The course uses suggested activities to connect fair process with traceable evidence and findings.

- Suggested activity: triage a complaint and define investigator independence, scope, and terms of reference.
- Suggested activity: build an evidence map, preservation log, access matrix, and review sequence.
- Suggested activity: conduct a witness interview and evaluate credibility, contradiction, and corroboration.
- Suggested activity: write a finding, complete a quality check, and prepare the decision handoff.

FAQs

Who suits workplace investigations training, and what does it assume?

Workplace investigations training suits professionals who already handle employee concerns, ethics reports, grievances, safeguarding matters, compliance cases, or assurance reviews.

How do workplace investigations differ from disciplinary management training?

Workplace investigations establish facts and evidence through an impartial process; disciplinary management decides whether action is appropriate after considering findings and applicable organizational procedures.

What makes a workplace investigation impartial?

An impartial workplace investigation uses an independent investigator, defined scope, consistent process, relevant evidence, fair opportunities to respond, documented reasoning, confidentiality controls, and protection against retaliation.

How should credibility be assessed in workplace investigations?

Credibility should be assessed against detail, consistency, plausibility, corroboration, opportunity to observe, contemporaneous records, possible interests, and responses to contradictory evidence rather than demeanor alone.

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What belongs in a workplace investigation report?

A workplace investigation report should state scope, process, allegations, evidence reviewed, witness accounts, disputed facts, credibility analysis, findings, reasons, limitations, and the handoff for authorized decision makers.

Conclusion

Participants leave with a Workplace Investigation Case File containing an intake record, independence check, terms of reference, investigation plan, evidence log, interview record, credibility matrix, findings table, report, and quality tracker. The file changes fragmented allegations into traceable fact-finding. It supports fairness, confidentiality, defensible reasoning, and accountable handoff.