

COURSE REFERENCE CODE

CCI (Conducting Corporate Internal Investigations)

COURSE OVERVIEW

Many companies, in addition to policies covering ethics and conduct, have found it necessary to create investigation guidelines to assist employees from various corporate backgrounds – law, human resources, audit, compliance, finance, etc. – to conduct workplace investigations.

In the current business environment, how companies investigate potential misconduct can affect that company's reputation almost as much as the alleged conduct itself. Consistent principles and procedures must be followed whenever allegations of misconduct are investigated. Few people in a corporation are trained investigators, even if they have solid business experience and a deep understanding of the corporation's management processes, obtaining information, conducting interviews of employees and wrongdoers, using e-discovery - amongst other investigation skills - is alien and often difficult to comprehend.

This module has been designed to provide practical and detailed advice on how to handle the unique issues of conducting workplace investigations.

COURSE OBJECTIVES

This module will teach the student the following:

- Reasons for internal investigations;
- Basic principles of confidentiality, professionalism, independence, objectivity and impartiality;
- Structuring the investigation-best practices;
- Strategies to avoid investigative failures;
- Understanding the value of e-discovery;
- Interviewing witnesses;
- Managing documents and exhibits;
- Compiling reports.

METHOD OF INSTRUCTION

This course will be delivered using classroom lectures, student role-playing and exercises to test understanding.

On conclusion of the module participants will receive a comprehensive set of student notes and certificate of completion.

COURSE DURATION	COURSE VALUE
6 hours module	This module will be of significant value to anybody who is required to conduct internal investigations as part of their routine duties, including compliance, audit, legal, HR and internal security staff, or those who have oversight of such employees and their work product.