

## COURSE REFERENCE CODE

## FCR (Preparing Field and Client Reports)

### COURSE OVERVIEW

Investigative reports are written in order to provide the client or senior management with a detailed set of findings, methodologies used and, when required, recommendations. In this regard the investigative report is the most important product an investigator produces. Such reports must be able to clearly explain to the reader, in the investigator's absence, what information the investigator was able to produce. The investigation report can also be regarded as integral part of marketing for private investigators. No matter how good your investigation skills are, you will always be judged at the end of the day by the quality of the reports you submit.

This module has been designed to expose the student to the fundamentals of good report writing and presentation with plenty of emphasis on practicing the necessary skills to produce a professional product.

### COURSE OBJECTIVES

This module will demonstrate to the student the following:

- Types of reports an investigator is likely to prepare;
- Use of timelines in the preparation process;
- The basic rules for preparing formal reports;
- Report formatting skills;
- Presentation styles;
- Confidentiality and security;
- Preparing field notes and investigation reports;
- Useful rules for writing field and interview notes; and
- Understanding the formula of 'Who, What, Where, Why and How'.

### METHOD OF INSTRUCTION

Designed to update and improve the capacity of managers, supervisors, and investigators to produce accurate and quality field and investigation reports, this hands-on course takes a practical approach and each participant will be individually assessed in relation to his or her competence during a final scenario.

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

#### COURSE DURATION

1 day module

#### COURSE VALUE

This module will be of value to investigation managers, field investigators, internal auditors, and HR professionals who are required to prepare professional and detailed investigation reports for senior management or clients.