

Managing Workplace Investigations



Skills and capability development to ensure workplace investigations are sound, defensible and procedurally fair

DURATION

Full day – In person

SUITABLE FOR

People managers and human resources professionals

PRICING *(inc gst)*

CALENDAR COURSES:

| | AREEA member | Non-member |
|----------|--------------|------------|
| Full day | \$500 | \$700 |

CUSTOMISED TRAINING:

Pricing is subject to requirements such as company specific materials and travel.

NOTE:

Training dates are subject to enrolments and change.

PROGRAM OVERVIEW

Investigations into complaints, particularly relating to allegations of inappropriate workplace behaviours, can be challenging, even for the most seasoned leaders and HR professionals. There is the potential for claims in a range of jurisdictions, including under laws regulating unfair dismissal, general protections, workplace bullying and anti-discrimination.

This course combines both theoretical and practical aspects in order to equip managers and HR professionals with the knowledge and skills required to conduct an effective and fair workplace investigation.

LEARNING OUTCOMES

On completion of this course participants will understand:

- The role of an investigator
- When a formal investigation is required
- The importance and benefits of conducting an impartial and prompt workplace investigation
- How to plan for an investigation
- Essential interpersonal skills needed for effective investigations, including interview techniques
- The importance of record keeping

WHY AREEA

AREEA has unrivalled knowledge, experience and expertise in Employment & Industrial Relations in the Australian Resources and Energy sector. AREEA consultants have extensive knowledge of the legislative framework, case law relating to workplace investigations and practical experience in conducting and advising on workplace investigations for organisations across the industry. This knowledge and experience is used as a foundation for this course.

Materials are highly practical and tailored to include content specific to your organisation and industry to ensure the most relevant information is provided to participants. Role plays and case studies are utilised to ensure participants can practically apply content.

AREEA materials are built on experience in designing training packages for, and with, the energy and resources sector.

TRAINING LOCATIONS

AREEA holds this course in person across Australia and can arrange customised training in all areas, including regular tours of regional Australia.