

Managing HR Investigations

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Tuesday 12th November 2024
Tuesday 25th March 2025

Virtual Masterclass
Virtual Masterclass



Facilitated by:
Sue West
Senior Human Resources professional

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Managing HR Investigations

Tuesday 12th November 2024
Tuesday 25th March 2025

Virtual Masterclass
Virtual Masterclass

OUTLINE

This interactive masterclass will ensure managers understand the legal and practical requirements relating to investigations within their organisations.

Attendees will be given the opportunity to share their own experiences and have their particular questions answered.

This workshop will include:

- An overview of current disciplinary and grievance laws
- The ACAS Code of Practice
- Risks and consequences
- A structured approach to managing investigations
- Roles
- Suspension
- Investigation interviews
- Analysing the evidence
- Making the decision and options available
- The investigation report
- Making recommendations

KEY LEARNING OBJECTIVES

At the end of this masterclass attendees will have the confidence and ability to:

- Manage an investigatory process
- Make clear judgments and decisions on when to commence a formal investigation and what action to take following its conclusion.
- Judge when and when not to suspend an employee prior to or during an investigation.
- Structure an effective investigation by using the appropriate questions and techniques.
- Establish key facts on which to base decisions.
- Appreciate the contents and importance of an investigation report
- Identify and categorise an issue within the distinctions of conduct, capability and attendance.
- Be able to better prepare, plan and carry out an effective hearing

FACILITATOR

Sue is a senior Human Resources professional at Kate Shepherd Associates with over 25 years of operational and strategic HR practice in a variety of sectors including financial services, education, retail and voluntary.

Sue has a strong employment law focus and helps businesses balance their legal obligations with their commercial objectives.

VIRTUAL PROGRAMME

09.55 REGISTRATION

10.00am Introductions and objectives for the day

10.15am Overview of disciplinary and grievance laws

The Acas Code of Practice

Risks and consequences

A structured approach to managing investigations

Planning and managing investigations

11.15am **Comfort Break and Virtual Networking**

11.30am Roles of investigator, line manager and HR

Suspending employees

Dealing with witnesses

12.15pm The investigation interview

12.45pm **Lunch Break and Virtual Networking**

1.15pm Questioning

Avoiding the pitfalls

Analysing the evidence

2.15pm The investigation report and making recommendations

3.00pm Open Forum and Moving Forward

3.15pm **Close of day**

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Virtual Masterclass

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Venue
This is a virtual conference, with private login details to further online resources and interactive content. Log in details will be sent one week before the event.

Date
 Tuesday 12th November 2024

Virtual Fee
£295 + VAT (£354.00)

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