



Group Rate \$1300 Member
\$1600 Non-Member

Price does not include materials fee and instructor expenses

Course Format – 1 Day

The course ensures all participants leave with the skills and toolbox to prepare for and conduct investigations, then make appropriate, effective recommendations, complete an investigation report and follow up to ensure recommended controls are in effect. Maximum number of participants per session – 20.

Course Objectives

The goal of this course is to ensure students understand the five main points of the theoretical part of investigations:

- Benefits of an effective investigation
- Differences between fact-finding and fault-finding
- Why we investigate
- When and what to investigate
- How to use incident investigation to prevent incidents

Course Outline

Module 1: Why Incident Investigations are Important

- Benefits of Incident Investigation
- Legal Requirements

Module 2: Preparing for Incident Investigations

- Policies and Procedures
- Incident Investigation Kit

Module 3: Conduction an Incident Investigation

- Step 1: Manage the Scene
- Step 2: Gather Information
- Step 3: Analyze Information

Module 4: Making Effective Recommendations

Module 5: Completing Incident Investigation Reports and Following Up

- Incident Investigation Reports
- Follow Up

Final Review

Appendix A – Glossary of Terms

Appendix B – Incident Investigation Report Templates



FOR MORE INFORMATION:

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