An investigation into employee wrongdoing can be expensive, time-consuming and disruptive to organisational morale. It can certainly lead to a number of legal issues and other unexpected complications if it is not conducted in an ethical, transparent manner with the utmost care and confidentiality. Crucially, a well-executed internal investigation will uphold the company’s integrities and signal to other employees that the organisation will not tolerate misconduct.

The Effective Workplace Investigations & Compliance Masterclass is specially designed to provide practical skills that enable you to assess complaints, gather corroborating information and make critical decisions about the quality of investigation work and findings. This masterclass will provide case studies highlighting legal principals and detailed discussion on how these principles can be put into practice.

This masterclass will be delivered in an interactive professional environment. Concepts and ethical dilemmas will be explored through group exercises, case studies and discussion. You will also be involved in short demonstrations on theory, practical exercises with case studies (planning & risk assessment) and interviewing role-plays.

Led by:

Harriet Stacey
Chief Executive Officer
WISE WORKPLACE

- Acknowledged leader in investigations, law enforcement and academia spanning nearly 20 years, an employers’ trainer and investigator of choice in matters concerning grievances, misconduct and investigation procedures for government, not-for-profit and private sectors
- Lecturer in Policing (Investigations) with Charles Sturt University for 9 years
- Operational police experience in both the UK and the Australian Federal Police
- Successfully combines her practical knowledge of contemporary workplace investigation principles and laws, particularly those relating to procedural fairness and evidence, with her specialist investigative interviewing skills

Learning Objectives

- Explain the role of an investigation within your legal and policy framework
- Identify a range of sources of physical and digital evidences and effectively develop an investigation plan
- Conduct preliminary interviews with complainants and obtain statements of complaint using the PEACE model of interviewing
- Develop an effective investigation plan and draft letters of allegation that meet legal requirements
- Evaluate evidence gathered in an investigation and prepare an investigation report necessary for making determination in accordance with international guidelines

Supported By:

Contact Me to Register: Luke Lai | Tel: (65) 6423 4631 | Email: info@hrmasia.com.sg
Harriet is a founder of WISE Workplace. Having had a diverse career in investigations, law enforcement and academia spanning nearly 20 years, Harriet is employers' trainer and investigator of choice in matters concerning grievances, misconduct and investigation procedures.

Harriet has developed superior training skills in conducting grievance and complaints programs for government, not for profit and private sector clients. As a former police officer in the UK, and the AFP Harriet also has expertise in training and cultural change.

Harriet has broad experience in teaching at a variety of academic levels in several different modes including distance, lecture, tutorial and workshop formats.

In recognition of her training expertise, the Australian Human Resources Institute ('AHRI') recently engaged Harriet to deliver a nation wide training program to human resource professionals on investigating workplace misconduct.

Harriet successfully combines her practical knowledge of contemporary workplace investigation principles and laws, particularly those relating to procedural fairness and evidence, with her specialist witness interviewing skills, to provide through WISE tailored training services aimed at helping clients train HR professionals and management.

A former lecturer in Investigations with Charles Sturt University, Harriet has qualifications in psychology and social sciences and has conducted research on investigative interviewing with disabled persons, children and people of NESB. Harriet's key subject areas include investigations, investigative interviewing, child protection investigations and organisational change. Harriet was extensively involved in the establishment of the curriculum and teaching for the first course of its kind in Australia, the Graduate Diploma in Child Protection Investigation at CSU. Whilst at CSU, Harriet developed close working relationship with industry partners and successfully won and managed a tender for delivering workshops on disciplinary interview techniques for the RTA.

In her earlier career in the UK Home Office Harriet was a consultant Director of Studies for the delivery of the Trainer Development Course, National Police Training.

As a principal of WISE, Harriet has a clear understanding of the issues facing employers when workplace grievances arise and these are key considerations when planning and delivering training courses on how to manage and investigate grievances.

Who Should Attend

VPs/Directors/Heads-Managers who are responsible for:
- Workplace Investigations
- HR, Workplace/Employment Relations
- Industrial Relations
- Health, Safety & Security
- L&D
- Claims & Complaints

- OD & Change
- Recruitment & Talent Management
- Remuneration, Compensation & Benefits
- In-House Legal Counsel
- Labour & Employment Law, Regulatory Affairs & Compliance
WORKSHOP TIMETABLE:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8.30am</td>
<td>Registration</td>
</tr>
<tr>
<td>9.00am</td>
<td>Start of Workshop</td>
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<tr>
<td>10.30am</td>
<td>Morning Refreshments</td>
</tr>
<tr>
<td>11.00am</td>
<td>Workshop Resumes</td>
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<tr>
<td>12.30pm</td>
<td>Lunch</td>
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<td>1.30pm</td>
<td>Workshop Resumes</td>
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<tr>
<td>3.00pm</td>
<td>Evening Refreshments</td>
</tr>
<tr>
<td>3.30pm</td>
<td>Workshop Resumes</td>
</tr>
<tr>
<td>5.00pm</td>
<td>End of Workshop</td>
</tr>
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AGENDA

DAY 1 - TUESDAY, 10 MAY 2016

MODULE 1: PRINCIPLES OF A FAIR INVESTIGATION
- The investigation process
- Understanding procedural fairness
- Recognising conflicts of interest
- How to manage confidentiality & privacy

MODULE 2: THE PLANNING PROCESS
- Conducting an initial assessment
- Maintaining the integrity of physical evidence
- The psychology of memory and perception
- Planning and risk assessment for investigations

DAY 2 - WEDNESDAY, 11 MAY 2016

MODULE 3: EFFECTIVE INTERVIEW STRATEGIES
- Interviewing complainants & witnesses
- Drafting allegations
- Interviewing the respondent

MODULE 4: MAKING FINDINGS AND WRITING THE REPORT
- Evaluating evidence
- Understanding the burden of proof
- Making findings and report writing
EFFECTIVE WORKPLACE INVESTIGATIONS & COMPLIANCE MASTERCLASS

10-11 MAY 2016 | Singapore

Registration includes: Presentations, luncheons, networking sessions, refreshments and delegate pack

DELEGATE RATES 2016

<table>
<thead>
<tr>
<th>Early Bird Fee</th>
<th>Regular Fee (2 Days Masterclass)</th>
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</thead>
<tbody>
<tr>
<td>10% discount for group booking of 3 delegates and above</td>
<td>S$1,795 + GST</td>
</tr>
<tr>
<td>S$2,195 + GST</td>
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</tr>
</tbody>
</table>

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  - VISA
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Company Size:

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- 200-499 Employees
- 499 & Above Employees

Main Contact:

Billing Address:

Phone:

Contact: Luke Lai

Email: info@hrmasia.com.sg
Telephone: (65) 6423 4631
Fax: (65) 6423 4632
Website: www.hrmcongress.com

Terms & Conditions

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