

Workplace Investigations Agenda

November 20, 2025



Presented by

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8:30 – 9 a.m. | Registration and Breakfast

9 – 9:15 a.m. | Welcome and Introduction

- Opening remarks and objectives of the seminar
- Speaker introductions
- Icebreaker: “Why investigations go wrong”

9:15 – 9:45 a.m. | Understanding the Need for Investigations

- Legal and ethical obligations
- Types of complaints that warrant investigation (harassment, discrimination, theft, safety, etc.)
- Risk of not investigating or poor investigation practices
- Key principles: Impartiality, timeliness, confidentiality
- Activity: Group discussion – “What would you investigate?”

9:45 – 10:15 a.m. | Preparing for an Investigation

- Receiving a complaint: Intake and triage
- Determining if an investigation is warranted
- Setting objectives and scope
- Selecting the investigator
- Notifying involved parties
- Tool highlight: Sample investigation plan template

10:15 – 10:25 a.m. | Break

10:25 – 10:55 a.m. | Conducting the Investigation

- Interview techniques and tips
- Questioning strategies for complainants, respondents and witnesses
- Evidence collection (documents, emails, CCTV, etc.)
- Maintaining documentation and chain of custody
- Activity: Role-play mock interviews in pairs or groups

10:55 – 11:25 a.m. | Analyzing Findings and Drawing Conclusions

- Assessing credibility
- Evaluating inconsistencies
- Making factual findings
- Consulting with legal if needed
- Ensuring objectivity
- Exercise: Case study analysis – “What’s your conclusion?”

11:25 – 11:50 a.m. | Reporting and Next Steps

- Writing the investigation report
- Sharing findings and outcomes appropriately
- Remedial actions and discipline
- Preventing retaliation
- Closing the loop and follow-up
- Tool highlight: Sample investigation report template

11:50 a.m. – 12 p.m. | Q&A, Wrap-Up and Resources

- Summary of key takeaways
- Provide resources and templates
- Feedback forms and contact info for follow-up