

Save This Date: November 23, 2016 – Victoria Inn Winnipeg

“Fundamentals of Investigation”

Trainer: Gareth Jones

A One Day Training Course for Manitoba Leaders and Managers
Sponsored by the Manitoba Association of School Business Officials

This course covers the **universal principles** of excellent investigation; how to **identify issues** and then **plan** an investigation; how to conduct thorough **witness interviews** – even if the witness is hostile or difficult; how to deal with whistleblowers, how to gather, organize and review **physical, digital and documentary** evidence; how to **assess** evidence and how to write clear and convincing **reports**.

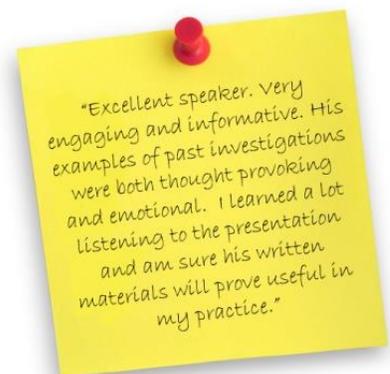
There is also a segment dedicated to workplace investigations. The course is designed to give anyone responsible for conducting, supervising or reviewing investigations or fact-finding **of any kind**, the tools required to ensure that they are done objectively and thoroughly. It covers the basics applicable to virtually **every type of investigation**, including the workplace, health and safety, human rights and administrative fairness. The course uses real life examples, with **targeted case** studies and recent court / tribunal cases. A great **refresher** for those already involved in investigations, as well as a **comprehensive introduction** into the world of investigations to those with little or no prior experience. The course will give anyone the confidence and capabilities necessary to **conduct, monitor or supervise** an investigation. The course includes discussions on the importance of **ethics** in planning and conducting investigations.

Course Trainer: Gareth Jones



The course will be delivered by Gareth Jones, a former Director of major investigations at the Department of National Defense Ombudsman's office, who has over 30 years of investigative experience. Gareth, a former police officer with the Metropolitan Police, London, UK, has created and delivered investigative training to thousands of participants from

government, regulatory, human resources, human rights, police and private sector agencies around the world, including UN organizations. The course is based on the highly successful investigative methodology set out in his acclaimed book [Conducting Administrative, Oversight and Ombudsman Investigations](#)



- Chair, Canadian Bar Association and Law Society of PEI
Continuing Legal Education Committee



Course Content

Section 1: The Fundamentals of Investigation

- The eight principles that apply to any kind of investigation
- An assessment tool for determining the quality of your own – or someone else’s – investigation
- Procedural fairness

Section 2: How to Plan An Investigation

- Road-mapping the investigation
- Identifying the issues
- Pinpointing what and where the evidence is
- Setting timelines

Participants are provided with an **investigation planning template** that can be easily adapted to any investigation.

Section 3: Investigative Interviewing

This segment covers the basic building blocks of good interviewing.

- The **twelve stages** of an interview
- Common **problems** that arise with witnesses and how to deal with them
- How to record interviews
- **Ethical** approaches to interviewing

Section 4: Documents and Digital Evidence

- How to identify, organize and review documents
- Documenting your investigation
- Dealing with **digital** evidence

Section 5: Evidence Assessment and Effective Report Writing

- Admissibility, sufficiency, credibility, relevance
- Narrative reports
- How to set out your analysis clearly and comprehensively
- A structured approach to making report writing as painless as possible
- Formulating conclusions and recommendations

Section 6: Workplace Investigations

