

Course Title	Investigation Workshop	Duration	One day	<i>workshops</i>
Outcomes	By the end of this training, your delegate will: <ul style="list-style-type: none"> ✓ be able to open investigations properly and stay within the law ; ✓ know how to plan their investigations confidently, efficiently and effectively ; ✓ understand how to keep ahead of their caseload ; and ✓ know when to close cases and what they have to do on closure. 			
Prerequisites	Prior training in investigation skills and six months experience as an investigator			
Session	Aim	Content		
Introduction	Explain the aims of the course and understand particular objectives of individuals.	<ul style="list-style-type: none"> ◆ Introductions ◆ Understand the objectives and the process of the course ◆ Agree what outcomes are required 		
Open a case	How to open investigations properly and stay within the law.	<ul style="list-style-type: none"> ◆ Complete risk assessment ◆ Case selection ◆ Costing a case ◆ What must go on a file? ◆ Limited investigations 		
Planning	How to plan a case confidently, efficiently and effectively.	<ul style="list-style-type: none"> ◆ Offence selection ◆ Plain English points to prove ◆ Using an investigation planner ◆ Intrusive or not? ◆ Investigation powers ◆ Planning for interview 		
Caseload	How to keep ahead of a caseload.	<ul style="list-style-type: none"> ◆ Using a diary system ◆ Keeping ahead of the time-bar ◆ Spreadsheets ◆ Proper accounting 		
Close a case	When to close cases and what to do on closure.	<ul style="list-style-type: none"> ◆ After the interview ◆ Before case disposal ◆ Case review ◆ Disclosure ◆ Deciding on a sanction ◆ Public policy 		
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Cost	Price Code A			
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