

 **CHS Alliance** Investigations Workshop**Purpose**

This four-day workshop demonstrates how to conduct fair, thorough and confidential investigations into complaints of staff misconduct, with a particular focus on allegations of sexual exploitation and abuse of affected populations.

Course content

The course covers the following topics:

- What is abuse?
- Investigation planning
- Conducting investigations, including interviewing
- Documentary and other evidence, and site visits
- Investigation report and management implication report writing
- Investigation closure
- Management of investigations

The third day of the course is a full-day simulation exercise of the interviewing stage of an investigation, using a detailed case study. Actors represent the complainant, subject of complaint and witnesses.

Pre-workshop assignments

The course has three pre-workshop assignments, to be completed at the latest by the end of the course. Please note that the certificate of completion for the course is only given when all three pre-workshop assignments have been submitted and all four days of the course have been attended.

Learning outcomes

By the end of the course, participants will have an increased understanding of the following:

- The principles underpinning investigations;
- The Guidelines for Investigations;

Furthermore, participants will have developed basic skills in:

- Planning and conducting investigations;
- Reviewing documentary and other evidence, and conducting site visits
- Interviewing complainants, subjects of complaint and witnesses;
- Reporting findings and making recommendations.
- Closing an investigation

- Managing an investigation

Who should attend?

- Mid- to senior-level staff who are, or may be, designated to investigate allegations of staff misconduct within their organisation.

Read more about the CHS-Alliance [here](#)