LEAD INVESTIGATOR COURSE



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Introduction

Lead Investigator Course Training Course prepares professionals to lead investigations into fraud, misconduct, and breaches of policy with fairness and rigour. Participants work through investigation triggers and mandate, planning and scoping, evidence gathering and preservation, digital forensics basics, interviewing technique, legal and privilege boundaries, findings and reporting, and disciplinary and remedial outcomes as one connected process. The programme links the allegation a case begins with and the evidence that a defensible conclusion must rest on. As a result, learners gain a practical, investigation-ready method. Furthermore, the course strengthens evidence discipline, interview skill, and investigative judgement.

Lead Investigator Course Course Objectives

- Identify investigation triggers and decide when to investigate.
- Establish the investigation mandate, scope, and terms of reference.
- Apply evidence gathering, preservation, and chain of custody rules.
- Apply document review, e-discovery, and digital forensics basics.
- Conduct interviews using recognised questioning techniques.
- Apply legal privilege, confidentiality, and data protection limits.
- Apply root cause analysis to establish what failed and why.
- Draft investigation reports with findings and conclusions.
- Apply disciplinary, sanction, and remediation processes fairly.
- Apply investigator ethics, objectivity, and case governance.

Course Methodology

- Interactive sessions built on fraud and misconduct investigation cases.
- Workshops on scoping, evidence plans, and interview preparation.

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- Group exercises on evidence review, timelines, and findings drafting.
- Hands-on practice with case files, interview guides, and report templates.
- Simulation of a full witness interview and an investigation review meeting.
- Facilitator coaching and peer review on personal investigation protocols.

Who Should Take This Course

- Compliance officers and internal investigators.
- Internal auditors and forensic specialists.
- Legal advisors and regulatory affairs professionals.
- Human resources and employee relations managers.
- Risk and internal control professionals.
- Consultants advising on investigations and misconduct cases.

Lead Investigator Course Course Outlines

Day 1: Investigation Foundations and Triggers

- Sources of allegations: whistleblowing, audits, and monitoring alerts.
- Assessing credibility, materiality, and regulatory exposure.
- Independence, objectivity, and investigator selection.
- Terms of reference, scoping, and investigation governance.
- Confidentiality, privilege, and legal considerations.
- Documenting the decision to investigate or not.
- Case discussion: an investigation compromised at the start.

Day 2: Planning, Evidence, and Case Building

- Investigation planning and hypothesis development.
- Evidence types: documentary, testimonial, and physical.
- Evidence preservation, collection, and chain of custody.
- Document review, e-discovery, and digital forensics basics.
- Building a timeline and linking evidence to allegations.
- Working paper standards and case file management.
- Workshop: building an evidence plan for a case.

Day 3: Interviews and Evidence Assessment

- Interview strategy, sequencing, and preparation.
- Questioning techniques and cognitive interviewing basics.
- Handling evasive, hostile, and vulnerable interviewees.
- Note taking, recording, and statement preparation.
- Assessing credibility and corroborating testimony.
- Admission handling and employee rights considerations.
- Simulation: conducting a witness interview.

Day 4: Findings, Reporting, and Outcomes

- Root cause analysis and the 5 Whys.
- Structuring findings: allegation, evidence, and conclusion.
- Drafting the investigation report and executive summary.
- Legal review, disclosure, and privilege boundaries.
- Disciplinary, sanction, and proportionality frameworks.
- Remediation planning, control fixes, and lessons learned.
- Exercise: drafting findings and conclusions for a case.

Day 5: Governance, Escalation, and Assurance

- Reporting to the audit committee, board, and regulators.
- Working with external counsel and forensic providers.
- Managing parallel criminal, civil, and disciplinary proceedings.
- Whistleblower protection and non-retaliation duties.
- Ethics, bias awareness, and investigator wellbeing.
- Case closure, record keeping, and lessons learned.
- Capstone: presenting a complete investigation and outcomes plan.

Conclusion

By successfully completing Lead Investigator Course, participants will gain a practical command of investigation planning, evidence handling, digital forensics awareness, interviewing, findings development, and investigation governance. They will acquire skills in case building, credibility assessment, report writing, and remedial outcomes that produce fair, defensible conclusions. Gentex Training Center designs the programme to help professionals lead investigations with confidence.

FAQs

Q1 What is the "Lead Investigator Course" course about?

It prepares professionals to lead investigations into fraud, misconduct, and breaches of policy with fairness and rigour. The course spans investigation foundations and triggers, planning, evidence and case building, interviews and evidence assessment, findings, reporting and outcomes, and governance, escalation and assurance.

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Q2 What are the key benefits of the "Lead Investigator Course" course?

You gain a practical, investigation-ready method that links the allegation a case begins with and the evidence a defensible conclusion must rest on. The course improves scoping and evidence handling, strengthens interview technique and credibility assessment, sharpens findings and reporting quality, and gives you governance and escalation practice that protects the organisation.

Q3 What skills will I gain from the "Lead Investigator Course" course?

You will develop four core skills: investigation planning and scoping with terms of reference, evidence collection and preservation with digital forensics awareness, interviewing and credibility assessment, and findings development with reporting, outcomes and case governance.

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Q4 What tools, methods, or standards are covered in the "Lead Investigator Course" course?

The course covers investigation triggers from whistleblowing, audits and monitoring alerts, credibility, materiality and regulatory exposure assessment, independence, objectivity and investigator selection, terms of reference, scoping and investigation governance, confidentiality and legal privilege considerations, investigation planning and hypothesis development, documentary, testimonial and physical evidence types, evidence preservation and chain of custody, document review, e-discovery and digital forensics, timeline construction and evidence linkage, working paper standards and case file management, interview strategy, sequencing and preparation, questioning techniques and cognitive interviewing, handling evasive, hostile and vulnerable interviewees, note taking, recording and statement preparation, credibility assessment and corroboration, admission handling and employee rights, root cause analysis and the 5 Whys, findings structured on allegation, evidence and conclusion, investigation report and executive summary drafting, legal review, disclosure and privilege boundaries, disciplinary and sanction frameworks and proportionality, remediation planning and control fixes, reporting to the audit committee, board and regulators, working with external counsel and forensic providers, managing parallel criminal, civil and disciplinary proceedings, whistleblower protection and non-retaliation duties, ethics and bias awareness and investigator wellbeing, and case closure, record keeping and lessons learned.

Q5 How is the "Lead Investigator Course" course applied in real-world practice?

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Participants apply it to real work such as scoping an investigation with terms of reference, building an evidence plan, preserving and reviewing documents and electronic records, conducting a witness interview, drafting findings with root causes and recommendations, and reporting outcomes to the audit committee. The same methods support disciplinary decisions and remediation tracking.