

## Security and Safety Investigation

*Amman (Jordan)*

*3 - 7 November 2024*

UK Training

# PARTNER



# Security and Safety Investigation

Code: CS28 From: 3 - 7 November 2024 City: Amman (Jordan) Fees: 3900 Pound

## Introduction

The Security and Safety Investigation Training Course is designed to provide participants with the knowledge and skills necessary to conduct effective security and safety investigations. The course will cover essential concepts, methodologies, and best practices for conducting investigations in various security and safety contexts. Participants will gain a comprehensive understanding of the investigative process and learn practical techniques to gather evidence, analyze data, and draw conclusions. The course will also emphasize the importance of maintaining professionalism, confidentiality, and ethical standards throughout the investigation process.

## Course Objectives

- Understand the fundamentals of security and safety investigations, including the roles and responsibilities of investigators.
- Develop knowledge of legal and regulatory frameworks related to investigations and their implications for security and safety professionals.
- Learn techniques for gathering and preserving evidence, including interviewing witnesses, collecting physical evidence, and documenting findings.
- Acquire skills in analyzing data and information to identify patterns, trends, and potential causes of security and safety incidents.
- Enhance proficiency in report writing and presenting investigation findings in a clear, concise, and objective manner.

## Course Outlines

### Day 1

- Introduction to Security and Safety Investigations:
  - Definition and scope of security and safety investigations.
  - Key principles and concepts.
  - Types of investigations e.g., workplace incidents, theft, accidents.
- Legal and Regulatory Considerations:
  - Overview of relevant laws and regulations.
  - Understanding legal rights and limitations.
  - Ethical considerations in investigations.

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- Investigative Process:
  - Steps involved in conducting an investigation.
  - Planning and organizing an investigation.
  - Establishing objectives and timelines.
- Evidence Gathering Techniques:
  - Interviewing witnesses and subjects.
  - Collecting and preserving physical evidence.
  - Documenting observations and findings.
- Practical Exercise:
  - Conducting a mock interview.
  - Documenting interview notes.

## Day 2

- Data Analysis and Investigation Techniques:
  - Analyzing data and information.
  - Identifying patterns and trends.
  - Using investigative tools and technology.
- Incident Reconstruction:
  - Understanding the concept of incident reconstruction.
  - Techniques for reconstructing events.
  - Using diagrams, photographs, and other tools.
- Forensic Considerations:
  - Introduction to forensic principles.
  - Collaboration with forensic experts.
  - Understanding forensic evidence.
- Case Study Analysis:
  - Reviewing real-life case studies.
  - Identifying investigative challenges and solutions.
  - Analyzing investigation outcomes.
- Practical Exercise:
  - Analyzing data and identifying patterns.
  - Drawing conclusions based on the analysis.

## Day 3

- Reporting and Documentation:
  - Importance of clear and concise reporting.
  - Elements of an investigative report.
  - Documenting findings objectively and accurately.
- Presentation Skills:
  - Communicating investigation findings effectively.
  - Presenting findings to stakeholders.
  - Handling questions and challenges.
- Legal Implications and Case Management:
  - Understanding the legal implications of investigations.
  - Properly managing evidence and documentation.
  - Adhering to confidentiality and privacy requirements.
- Internal and External Communication:
  - Communicating with relevant parties during an investigation.



- Managing communication channels effectively.
- Ensuring consistent messaging.
- Practical Exercise:
  - Drafting an investigative report.
  - Presenting findings in a simulated scenario.

#### Day 4

- Ethical Considerations in Investigations:
  - Professional conduct and ethical standards.
  - Bias, conflicts of interest, and impartiality.
  - Handling sensitive information and confidentiality.
- Interview Techniques and Interrogation Skills:
  - Advanced interviewing techniques.
  - Overcoming resistance and obtaining truthful information.
  - Legal and ethical boundaries in interrogation.
- Investigative Strategies:
  - Developing investigative plans and strategies.
  - Prioritizing leads and evidence.
  - Collaborating with other investigators or agencies.
- Specialized Investigations:
  - Handling complex investigations e.g., fraud, cybercrime.
  - Investigating workplace misconduct and harassment.
  - Conducting internal investigations.
- Practical Exercise:
  - Role-playing different investigative scenarios.
  - Applying advanced interviewing techniques.

#### Day 5

- Risk Assessment and Mitigation:
  - Assessing risks related to security and safety incidents.
  - Developing risk mitigation strategies.
  - Incorporating investigative findings into risk management.
- Continuous Improvement in Investigations:
  - Evaluating investigation outcomes.
  - Identifying areas for improvement.
  - Implementing lessons learned.
- Team Collaboration and Leadership:
  - Effective teamwork in investigations.
  - Roles and responsibilities of team members.
  - Leadership skills for investigation supervisors.
- Global and Cultural Considerations:
  - Cultural sensitivity in investigations.
  - Addressing challenges in cross-border investigations.
  - Understanding international legal frameworks.
- Final Practical Exercise:
  - Comprehensive investigation simulation.
  - Applying the knowledge and skills acquired throughout the course.

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