

INVESTIGATION REPORT WRITING SKILLS

COURSE OUTLINE

Aim



This course aims to help delegates write investigation reports in a concise, structured and professional manner.

The course will enable delegates to build on learning from their Root Cause Analysis and/or Advanced Investigation Skills training course(s) by drawing together various sources of information to produce written investigation reports with clarity, impact and style.

It provides a structured approach to writing whilst covering key stages of planning, drafting and editing reports.

Course Content



- Importance of good quality investigation reports
- What makes a good quality report?
- Using the Root Cause Analysis process to write an investigation report
- Finalising a report

Participants



This course is suitable for anyone who needs to produce reports following complex investigations into serious complaints or untoward incidents.

It complements the Root Cause Analysis and Advanced Investigation Skills programmes and so is suitable for anyone who has already attended one or both of those programmes.

Learning Outcomes



By the end of this course delegates will be able to:

- Identify the importance of the content and quality of an investigation report
- Identify the key steps to the effective writing of investigation reports
- Collate a range of information sources from the investigation process and turn them into the structure of the investigation report
- Understand the principles of 'simple' reports - using plain English to produce accurate, brief and clear reports
- Review draft reports to check quality against the requirements of the reader through checking and redrafting

Duration



This is a half day programme, and complements our Advanced Investigation Skills and Root Cause Analysis programmes which focus on the skills needed to investigate serious complaints and untoward incidents.

Also includes the option to continue the learning with post-course support, delivered via our vLearning platform, including access to blended learning resources and discussion boards.

Not quite what you were looking for?

We specialise in creating bespoke blended learning solutions. Contact us and find out how we can help.

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