

Report Writing – Half Day

Date: Friday 11th November

Location: Four Seasons Hotel

Time: 9am – 12.30pm

Cost: \$350.00 per person

About the workshop

This workshop is about writing effective investigation reports in the public sector. It provides participants with an understanding of what is required to write clear, cogent and persuasive investigation reports.

The workshop will include:

- the purpose of the investigation report;
- writing;
- style and content:
 - context
 - allegations;
 - facts;
 - clear style;
 - timely production;
 - unbiased;
 - short and to the point;
 - forward looking.

The workshop will provide a structure and tools to help participants focus on the reader with a clear focus on purpose and message.

Grammar and punctuation will also be covered as well as some of the legal basics including:

- procedural fairness;
- reasons for findings; and
- standard of proof;

Who should attend?

The workshop is designed for new investigators who would like to ensure they have the fundamentals of report writing firmly established as well as more experienced investigators looking to refresh their skills.

Learning outcomes

By completing this workshop participants will have information to:

- be clear about the purpose of the report;
- understand what readers of the report need to know;
- have a good understanding of the content required for the report;
- be able to apply tools and use appropriate structures and layouts for clear reports;
- understand what needs to be included and what does not need to be included in an investigation report;
- understand and apply of the basic legal principles relating to procedural fairness, evidence for decisions and the appropriate standard of proof for administrative investigations.

About the presenter

Neil Napper is a partner and leads the Sydney Workplace Relations & Safety Team of national law firm Lander & Rogers.

Neil has 30 years' experience in acting for employers in the public and private sector of New South Wales.

Neil has:

- conducted investigations into allegations of employee misconduct in the public sector in New South Wales;
- written reports about findings concerning allegations of employee misconduct in the public sector in New South Wales;
- analysed, and criticised reports into allegations of employee misconduct in the New South Wales public sector; and
- conducted legal proceedings arising from allegations of employee fraud;
- presented numerous education and training sessions on conducting workplace investigations and writing effective investigation reports.