

GOVERNANCE & COMPLIANCE | COURSE BROCHURE

Corporate Investigations Fundamentals

5 days | Classroom training | English

SMART HORIZON

info@smart-horizon.eu
Amsterdam
The Netherlands

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Course content

Why attend

Allegations of fraud, harassment, corruption or policy breaches must be investigated fairly and thoroughly. This course covers investigation fundamentals: assessing allegations, planning, legal and privacy considerations, evidence collection including digital evidence, interviewing, analysis, report writing and recommendations.

Poor investigations can lead to wrong conclusions and legal challenges. You will learn a structured, defensible investigation method.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Investigation case exercises, interview practice, evidence handling demonstrations and report writing.

Course objectives

By the end of this course, participants will be able to:
• Assess allegations and decide on investigation
• Plan investigations and define scope
• Respect legal, privacy and employee rights
• Collect and preserve evidence
• Conduct investigative interviews
• Write clear investigation reports

Target audience

This course is suitable for:
• Internal investigators and auditors
• Compliance and HR professionals
• Security managers
• Legal staff
• Managers asked to investigate



Course content

Target competencies

Participants will develop competencies in:
- Investigation planning
- Evidence handling
- Interviewing
- Analysis
- Report writing

Course outline

Day 1: Investigation Basics

09:00–10:08	Types of investigations
10:08–11:00	Principles of fairness
11:00–11:30	**Coffee break**
11:30–11:45	Principles of fairness (continued)
11:45–12:53	Assessing allegations
12:53–14:00	Exercise

Day 2: Planning

09:00–10:08	Scope and objectives
10:08–11:00	Team and independence
11:00–11:30	**Coffee break**
11:30–11:45	Team and independence (continued)
11:45–12:53	Legal considerations
12:53–14:00	Workshop

Day 3: Evidence

09:00–10:08	Documents and data
10:08–11:00	Digital evidence
11:00–11:30	**Coffee break**



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11:30–11:45	Digital evidence (continued)
11:45–12:53	Chain of custody
12:53–14:00	Exercise

Day 4: Interviews

09:00–10:08	Planning interviews
10:08–11:00	Techniques
11:00–11:30	**Coffee break**
11:30–11:45	Techniques (continued)
11:45–12:53	Recording
12:53–14:00	Role plays

Day 5: Reporting

09:00–10:08	Analysis and findings
10:08–11:00	Report structure
11:00–11:30	**Coffee break**
11:30–11:45	Report structure (continued)
11:45–12:53	Recommendations
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Frankfurt Confirmed dates	16 Nov 2026	20 Nov 2026	**€2,650.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,250.–**
Cape Town Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,890.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.–**
Rome Confirmed dates	11 Jan 2027	15 Jan 2027	**€2,450.–**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**€1,250.–**
Paris Confirmed dates	1 Feb 2027	5 Feb 2027	**€2,860.–**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**€1,250.–**
Vienna Confirmed dates	15 Feb 2027	19 Feb 2027	**€2,940.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,250.–**
Rome Confirmed dates	8 Mar 2027	12 Mar 2027	**€2,450.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.–**
Istanbul Confirmed dates	29 Mar 2027	2 Apr 2027	**€2,650.–**
Online Confirmed dates	29 Mar 2027	2 Apr 2027	**€1,250.–**
Barcelona Confirmed dates	19 Apr 2027	23 Apr 2027	**€2,840.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**€1,250.–**
Dubai Confirmed dates	10 May 2027	14 May 2027	**€3,150.–**
Online Confirmed dates	10 May 2027	14 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Barcelona Confirmed dates	24 May 2027	28 May 2027	**€2,840.-**
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.-**
Dubai Confirmed dates	14 Jun 2027	18 Jun 2027	**€3,150.-**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,250.-**
Vienna Confirmed dates	5 Jul 2027	9 Jul 2027	**€2,940.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**€1,250.-**
London Confirmed dates	26 Jul 2027	30 Jul 2027	**€2,450.-**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	16 Aug 2027	20 Aug 2027	**€1,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**€1,250.-**
Dubai Confirmed dates	30 Aug 2027	3 Sept 2027	**€3,150.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,250.-**
Amsterdam Confirmed dates	20 Sept 2027	24 Sept 2027	**€2,540.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**
Cape Town Confirmed dates	11 Oct 2027	15 Oct 2027	**€1,890.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**€1,250.-**
London Confirmed dates	1 Nov 2027	5 Nov 2027	**€2,450.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Rome Confirmed dates	22 Nov 2027	26 Nov 2027	**€2,450.-**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**€1,250.-**
Cape Town Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,890.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

info@smart-horizon.eu
Amsterdam
The Netherlands

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