

GOVERNANCE & COMPLIANCE | COURSE BROCHURE

Handling Whistleblowing Reports and Investigations

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Whistleblowing reports can reveal fraud, misconduct and safety risks early, but only if they are handled well. This course covers receiving and triaging reports, protecting confidentiality and whistleblowers, planning and conducting investigations, interviewing, evidence, reporting outcomes and preventing retaliation.

Mishandled reports discourage speaking up and can create legal liability. You will learn to manage whistleblowing cases fairly and professionally.

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

Case triage exercises, investigation planning, interview role plays and reporting practice.

Course objectives

By the end of this course, participants will be able to:
• Receive and triage whistleblowing reports
• Protect confidentiality and prevent retaliation
• Plan proportionate investigations
• Conduct interviews and gather evidence
• Reach and report findings
• Learn from cases and improve speak-up culture

Target audience

This course is suitable for:
• Ethics and compliance officers
• Investigators and internal auditors
• HR and legal professionals
• Audit committee support staff
• Managers receiving reports



Course content

Target competencies

Participants will develop competencies in:

- Case triage
- Confidentiality
- Investigation planning
- Interviewing
- Reporting

Course outline

Day 1: Whistleblowing

09:00–10:08	Value of speaking up
10:08–11:00	Legal protections
11:00–11:30	**Coffee break**
11:30–11:45	Legal protections (continued)
11:45–12:53	Channels
12:53–14:00	Exercise

Day 2: Triage

09:00–10:08	Assessing reports
10:08–11:00	Prioritisation
11:00–11:30	**Coffee break**
11:30–11:45	Prioritisation (continued)
11:45–12:53	Anonymous reports
12:53–14:00	Workshop

Day 3: Investigations

09:00–10:08	Planning
10:08–11:00	Evidence
11:00–11:30	**Coffee break**



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11:30–11:45	Evidence (continued)
11:45–12:53	Independence
12:53–14:00	Exercise

Day 4: Interviews

09:00–10:08	Interview techniques
10:08–11:00	Subject and witness interviews
11:00–11:30	**Coffee break**
11:30–11:45	Subject and witness interviews (continued)
11:45–12:53	Records
12:53–14:00	Role plays

Day 5: Outcomes

09:00–10:08	Findings and reports
10:08–11:00	Feedback to reporters
11:00–11:30	**Coffee break**
11:30–11:45	Feedback to reporters (continued)
11:45–12:53	Retaliation prevention
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)
Rome Confirmed dates	16 Nov 2026	20 Nov 2026	**€2,450.-**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,250.-**
London Confirmed dates	7 Dec 2026	11 Dec 2026	**€2,450.-**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.-**
Frankfurt Confirmed dates	4 Jan 2027	8 Jan 2027	**€2,650.-**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**€1,250.-**
Vienna Confirmed dates	25 Jan 2027	29 Jan 2027	**€2,940.-**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**€1,250.-**
Amsterdam Confirmed dates	15 Feb 2027	19 Feb 2027	**€2,540.-**



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.–**
Istanbul Confirmed dates	8 Mar 2027	12 Mar 2027	**€2,650.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.–**
Dubai Confirmed dates	29 Mar 2027	2 Apr 2027	**€3,150.–**
Online Confirmed dates	29 Mar 2027	2 Apr 2027	**€1,250.–**
Barcelona Confirmed dates	12 Apr 2027	16 Apr 2027	**€2,840.–**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**€1,250.–**
Kuala Lumpur Confirmed dates	3 May 2027	7 May 2027	**€1,450.–**
Online Confirmed dates	3 May 2027	7 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Paris Confirmed dates	24 May 2027	28 May 2027	**€2,860.-**
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.-**
Cape Town Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,890.-**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,250.-**
Barcelona Confirmed dates	5 Jul 2027	9 Jul 2027	**€2,840.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**€1,250.-**
Rome Confirmed dates	19 Jul 2027	23 Jul 2027	**€2,450.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**€1,250.-**
London Confirmed dates	9 Aug 2027	13 Aug 2027	**€2,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,250.-**
Cape Town Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,890.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,250.-**
Vienna Confirmed dates	20 Sept 2027	24 Sept 2027	**€2,940.-**
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.-**
Dubai Confirmed dates	25 Oct 2027	29 Oct 2027	**€3,150.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Rome Confirmed dates	15 Nov 2027	19 Nov 2027	**€2,450.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.-**
Dubai Confirmed dates	6 Dec 2027	10 Dec 2027	**€3,150.-**
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

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View the latest course details online