



**PAN  
AFRICAN**

Learning and Growth Network

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## **ADVANCED INCIDENT INVESTIGATIONS AND REPORT WRITING FOR SECURITY PROFESSIONALS**

Training Workshop



**Ekhaya Luxury Resort**

Mangochi - Malawi

**5-8 August 2025**

08:00AM-16:00PM

**Registration Fees:**

**MK2, 000, 000** incl. Delegate Laptop

**MK1, 500, 000** excl. Delegate Laptop

VAT Exclusive



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## Introduction

The Advanced Investigation Skills and Report Writing Course is designed to provide security personnel with the knowledge and techniques needed to conduct effective investigations and produce high-quality investigative reports. The course covers various aspects of investigation, including gathering evidence, interviewing techniques, report structure, and writing styles. Tailored to provide holistic understanding, this program ensures participants are adept at identifying, categorizing, and documenting security incidents with utmost accuracy and professionalism. The course meticulously breaks down the elements of a robust incident report and then presents participants with a real-world incident report, offering practical insights into the application of the concepts discussed. Embark on a comprehensive journey into security incident reporting, equipping delegates with the skills to accurately identify, categorize, and document security incidents, emphasizing real-world applications and best practices.

## Why Attend

In this essential 4-day course, we thoroughly cover Incident Management in part one, followed by the Fundamentals of Investigations in part two. During the Incident Management portion, participants will explore how incident management works and how individuals and teams can successfully implement and apply principles within their organizations and/or work environments. Incident Management involves returning your organization's everyday business safety, productivity, and overall operation, to normal as quickly as possible after an incident. Topics such as principles of incident management, incident management methodology, and incident typology will be covered in detail.

During the Fundamentals of Investigations portion, participants will explain and demonstrate crime scene searching, recording, collecting, preservation of evidence, conducting interviews, follow-up meetings and case preparation. Participants will explain and demonstrate their knowledge of the basic investigatory process by participating in role plays designed to apply the skills required to deal with problems encountered during interviews, interrogating suspects, evidence collection and legal admissibility, while applying techniques to secure the environment during an Investigation.

## Training Objectives:

- Develop practical skills for conducting effective investigations.
- Understand the fundamentals of report writing and how to communicate findings clearly.
- Enhance the ability to gather, analyze, and present information in a professional and ethical manner.
- Improve critical thinking and decision-making abilities in investigative processes.
- Learn how to document and organize information to produce comprehensive and actionable reports.
- Explore the art of identifying and classifying security incidents.
- Understand the systematic process of incident documentation.
- Perfect communication strategies during incidents.
- Dive into the critical components of a detailed incident report.
- Analyze a real-world incident report following best practices

## Course Outline

### Introduction to Incident Management and Investigations

- Incident management.
- Differences between an Emergency, Incident and Accident
- Security incidents and safety incidents
- Managing an incident
- Incident response
- Business Continuity Management (BCM)
- Investigation case studies
- Evidence collection and continuity of evidence
- External and internal investigations
- Locard's Exchange Principle

### The fundamentals of Incident Management

- Initial response
- Incident classification
- Reporting and escalation procedures
- Integrated Incident Management Response
- Site-specific emergency procedures
- 5 Priorities when responding to specific Incidents
- Incident management team requirements
- Conducting debriefs post-incident
- 5C's to Incident Management

## **Application of Incident Management Plan**

- What is an Incident Management Plan?
- Constructing an Incident Management Plan for your organization
- Techniques required to implement the plan
- Implement the incident management plan

## **Principles of Investigations**

- Locard's Exchange Principle
- Establishing an investigative mindset
- Observation skills
- Rules of Investigation
- Planning an investigation
- Decision making process
- Working with victims and suspects
- Priorities on attending the scene
- Principles and types of search
- Types, value and collection of evidence
- Crime scene preservation
- Crime typology and how it affects investigations
- Common Questions and Answers regarding investigations

## **Investigation Methodology**

- Conducting an investigation
- Investigation evaluation
- How to deal with Evidence found at the scene
- Dealing with the authorities and Police
- Understanding the legal chain of evidence
- Questioning techniques
- How to conduct a professional Interview

## **Course Methodology**

This course uses a variety of methods including case studies, role plays, presentations, videos and group exercises/activities to facilitate the learning process

## **Target Audience**

This course is suitable for security managers/supervisors and personnel, company investigators, human resource professionals, site managers, safety and incident response team members, business owners, and anyone involved in incident management and investigations.

## Target Competencies

- Incident Management
- Crime Scene Management
- Teamwork
- Critical Thinking
- Improved understanding of investigative techniques
- Enhanced ability to gather and analyze evidence.
- Increased proficiency in report writing.
- Better communication skills for dealing with stakeholders.
- Heightened awareness of legal and ethical considerations in investigations
- Improved ability to present findings effectively.



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### Fee Includes

Training Materials

Meals & refreshments during the day

### Fee Excludes

Dinner and Accommodation

## CONTACTS



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