

LRA CONSULTANTS
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Writing Investigative Reports Course
Online via Zoom
March 27-28, 2024

LRA Consultants is offering our **Writing Investigative Reports** course in an online instructor-led format. **Participants must have completed the Conducting Serious Incident Investigations course before taking this class.**

This one and a half day course is designed to help investigators write final investigations reports that clearly and concisely communicate to those with a need to know what evidence was collected and how it was collected. It includes the following topics:

- The Investigative Report: its Form and Function
- Recording Investigative Activities
- Summarizing Evidence
- Findings and Analysis
- Summary and Evaluation

The course provides a framework for creating written investigative reports, and an understanding of the role these reports play in helping any organization reach sound and appropriate decisions based on the report's investigatory findings.

Class schedule: Morning sessions begin at 9:00 a.m. CST and the afternoon session at 1:00 p.m. CST. The duration of each half day session will depend on small group activities, but generally will be no longer than 2.5 hours.

Technology: You must attend all sessions of the class via live video in order to receive completion credit. Participating in this class requires that you have access to a computer with video and audio.

Cost: \$316 per person

Class Delivery: This online course will be delivered via Zoom video conferencing and consists of live lectures, and small group exercises. The course materials will be emailed to participants one week in advance of the class.

Registration: You may register online on our web site at www.LRAconsultants.com Please contact Carolyn Slocum at (512) 289-1854 or carolyn@lraconsultants.com for any questions about registration.

Payment: LRA will accept checks, credit card on our web site (www.LRAconsultants.com), purchase orders and/or vouchers which can be mailed or emailed to us. Make checks payable to: RCM Training and Consulting, LLC, Federal I.D. #87-3798573. If you are paying by credit card at our web site, be sure to submit a registration form first. Please contact Carolyn Slocum at (512) 289-1854 or carolyn@lraconsultants.com for any questions about payment.