

## INTERNAL INVESTIGATION - BOARD LEVEL REPORTING

*““Conducting Effective Internal Investigations and Reporting to the Board with Accuracy, Integrity and Impact””*

### Schedule

Date	Venue	Fees (Face-to-Face)
03 - 05 Mar 2026	Doha, Qatar	USD 2495 per delegate

### Introduction

Internal investigations are a critical function in safeguarding organizational integrity, ensuring regulatory compliance, and protecting corporate reputation. When issues such as fraud, misconduct, or breaches arise, the ability to conduct a thorough, fair, and confidential investigation—and communicate the findings effectively at board level—is essential for risk mitigation and strategic decision-making.

This intensive 3-day course equips participants with the skills, tools, and methodologies required to lead or support internal investigations and to prepare compelling, clear, and actionable reports for executive and board-level stakeholders. It also addresses legal considerations, whistleblower management, evidence gathering, and communicating with auditors, regulators, and legal counsel.

### Objectives

By the end of this course, participants will be able to:

- Plan and execute internal investigations with procedural fairness and legal integrity
- Collect and evaluate evidence, conduct interviews, and maintain documentation
- Manage confidentiality, whistleblower protections, and stakeholder sensitivities
- Analyze findings and assess implications for risk, compliance, and governance
- Prepare and present investigation reports tailored for executive and board audiences

## Why Attend

- Gain the investigative tools needed to identify facts and determine root causes
- Improve your ability to handle sensitive issues such as fraud or misconduct
- Learn how to navigate legal and compliance risks during investigations
- Enhance reporting skills with a focus on clarity, objectivity, and board impact
- Benchmark your approach against global best practices and legal standards

## Target Audience

This program is designed for:

- Internal auditors and investigation officers
- Compliance managers and legal counsel
- Risk officers and corporate governance professionals
- HR managers involved in misconduct investigations
- Board secretaries and executive leaders responsible for oversight

## Individual Benefits

Key competencies that will be developed include:

- Designing and leading investigations with professional standards
- Interviewing techniques and documentation of findings
- Legal awareness in disciplinary and regulatory contexts
- Drafting clear and defensible reports for executive use
- Communicating findings and recommendations to the board

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Stronger internal control through credible investigative processes
- Enhanced protection against misconduct, fraud, and reputational damage
- Timely, accurate, and strategic reporting to senior leadership
- Compliance with legal and regulatory investigation requirements
- Improved transparency and ethical culture

## Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Governance, legal, and compliance frameworks for investigations
- Case Studies - Real-world corporate investigation scenarios
- Workshops - Interview simulations, evidence evaluation, and report writing
- Peer Exchange - Cross-sector discussion on investigative challenges
- Tools - Templates for investigation plans, evidence logs, and reporting formats

## Course Outline

### Detailed 3-Day Course Outline

**Training Hours:** 07:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

#### Day 1: Planning and Initiating the Investigation

- Module 1: Legal and Governance Foundations for Investigations (07:30 – 09:30) • Authority, scope, and independence of investigations
- Module 2: Developing an Investigation Plan (09:45 – 11:15) • Scoping, timelines, stakeholders, and confidentiality
- Module 3: Whistleblower Handling and Ethical Safeguards (11:30 – 01:00) • Protection policies, retaliation risks, and escalation protocols
- Module 4: Workshop – Drafting an Investigation Charter (02:00 – 03:30)

#### Day 2: Evidence Collection and Analysis

- Module 1: Interviewing Techniques and Documentation (07:30 – 09:30) • Questioning strategies, witness credibility, interview notes
- Module 2: Gathering and Preserving Documentary Evidence (09:45 – 11:15) • Chain of custody, data access, digital forensics
- Module 3: Analyzing Findings and Identifying Root Causes (11:30 – 01:00) • Linking evidence to policies, controls, and governance gaps
- Module 4: Workshop – Conducting an Interview Simulation (02:00 – 03:30)

#### Day 3: Reporting and Board-Level Communication

- Module 1: Drafting the Investigation Report (07:30 – 09:30) • Report structure, findings, conclusions, and recommendations
- Module 2: Communicating with the Board and Executives (09:45 – 11:15) • Board expectations, confidentiality vs transparency, Q&A management
- Module 3: Legal Follow-Up, Remediation, and Lessons Learned (11:30 – 01:00) • Disciplinary actions, regulator communication, internal reform
- Module 4: Certification and Wrap-Up (02:00 – 03:30) • Final case study, feedback, and certificate distribution

## Certification

Participants will receive a Certificate of Completion in Internal Investigation – Board Level Reporting, validating their readiness to lead sensitive investigations and report findings effectively to executive leadership and governance bodies.

## Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

### In-House / Customized Training

Interested in running this course for your team?

Please contact us:

TEL:

**+601116373203**

EMAIL:

**info@mawaevents.net**

© Material published by MAWA Events shown here is copyrighted. All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.