



GOVERNANCE, RISK AND COMPLIANCE

Compliance Investigation and Enforcement

5 day course

Classroom, online or in-house

Course overview

An internal investigation that is poorly run damages the organisation more than the conduct it was meant to examine. This course covers running one properly. Delegates work through investigation planning and scope, evidence gathering and preservation including digital material, interviewing witnesses and subjects, and the handling of privilege, confidentiality and employee rights. Reporting and enforcement follow: findings written to withstand challenge, sanction decisions applied consistently, and the question of self reporting to a regulator. The course addresses the pressure that arises when an investigation implicates someone senior, and how process protects the investigator as much as the subject.

What you will learn

- Plan an investigation and define a defensible scope
- Gather and preserve evidence, including digital material
- Interview witnesses and subjects fairly and effectively
- Handle privilege, confidentiality and employee rights correctly
- Write findings that withstand legal and internal challenge
- Apply sanctions consistently and defensibly
- Assess whether and when to self report to a regulator

Who should attend

- Compliance and ethics officers
- Internal auditors and forensic investigators
- Human resources and employee relations professionals
- Legal counsel
- Risk and security professionals

Course outline

- 01 Investigation planning, scope and terms of reference
- 02 Evidence gathering, preservation and chain of custody
- 03 Digital evidence and its handling
- 04 Interviewing witnesses and subjects
- 05 Privilege, confidentiality and employee rights
- 06 Writing findings that withstand challenge
- 07 Sanction decisions and consistency
- 08 Self reporting, regulator engagement and disclosure

Upcoming dates

Dates	Venue	Format	Fee per delegate
6 to 10 September 2026	Victoria Falls, Zimbabwe	Classroom	R11,995
27 September to 1 October 2026	Lilongwe, Malawi	Classroom	R11,995
5 to 9 October 2026	Maseru, Lesotho	Classroom	R11,995
19 to 23 October 2026	Kigali, Rwanda	Classroom	R11,995



Fees and how to register

Online **from R6,500** per delegate, classroom **from R11,995** per delegate, in-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriScience.co.za, or WhatsApp us on **+27 63 479 1136**.

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