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COURSE BROCHURE

# Investigative Interviewing and Witness Evidence Training Course

22 – 26 August 2027
Manama

# Investigative Interviewing and Witness Evidence Training Course

**Ref:** 2807_107605 **Date:** 22 – 26 August 2027 **Location:** Manama **Fees:** 4900 GBP

Investigative Interviewing and Witness Evidence is a 1-week training course for fraud, compliance, audit, workplace and security investigators who question witnesses, complainants and subjects and must turn what they hear into an evidential interview file. An account gathered carelessly can collapse an otherwise sound fraud or misconduct case. Jupiter Prime Training offers this course on Investigative Interviewing and Witness Evidence.

## Why Investigative Interviewing and Witness Evidence Matters Now

Two pressures shape interviewing in organisations today. Speak-up channels and whistleblower protections bring more allegations, many from frightened or reluctant people. Employees and their representatives challenge interviews that feel coercive, unfair or poorly recorded. An organisation that interviews well reaches fair findings, protects informants and recovers losses; one that interviews badly faces grievances, unfair dismissal claims and evidence that cannot be relied on. The course rests on ethical, non-coercive interviewing: open questioning, free recall, careful recording and testing of every account against independent material.

## Who Gains Most from Investigative Interviewing and Witness Evidence

- Investigators who examine suspected fraud or payment diversion in banks and companies
- Compliance and internal audit specialists who follow up control breaches and speak-up reports
- Employee relations specialists who look into harassment, bullying and conduct complaints
- Security and loss prevention officers who handle theft, stock loss and access incidents
- Case reviewers who decide whether interview material supports action

Investigation units that mix fraud, people and security cases gain most when several members attend together.

## Investigative Interviewing and Witness Evidence Capabilities

Participants practise each interview stage, from first contact with a witness to the signed statement.

- Design an interview plan with objectives, topics and disclosure points — case owner approving the interview
- Build rapport and explain the process so interviewees speak freely — witness welfare and cooperation
- Apply free recall and open questioning before probing detail — reliability of the account
- Assess vulnerability, reluctance and support needs ahead of questioning — fairness to the interviewee
- Test each account against documents, transactions and other statements — investigating officer weighing findings
- Specify an evidential interview file that a panel or prosecutor can rely on — decision makers and legal advisers

## Key Investigative Interviewing and Witness Evidence Terms

- Free recall — the interviewee's own uninterrupted account of events, given before any specific question is asked.
- Leading question — a question that suggests its own answer and weakens the value of the reply as evidence.
- Corroboration — independent material, such as a record, document or second account, that supports or contradicts a statement.
- Disclosure strategy — a decision on what evidence to reveal to a subject, when, and in which order during the interview.
- Vulnerable interviewee — a person whose age, health, language or fear may affect what they say or understand.
- Evidential interview file — the plan, recording, statement and analysis documenting one interview.

## Investigative Interviewing and Witness Evidence Day by Day

## Day 1: Interviews Within the Investigation

- Allegation Assessment Sheet — Deciding Whether an Interview Is Needed
- Witness, Complainant and Subject Roles — Choosing the Right Interview Type
- Ethical Interviewing Principles — Fairness, Voluntariness and Respect for Rights
- Memory and Recall Basics — How Questioning Shapes What People Remember
- Case Chronology Map — Locating Gaps an Interview Must Fill

## Day 2: Planning and Preparing the Interview

- Interview Plan Template — Objectives, Topics and Points to Prove
- Evidence Review Before Questioning — Separating Known Facts From Assumptions
- Vulnerability and Interpreter Screening — Arranging Support and Adjustments
- Venue, Recording and Companion Arrangements — Protecting the Integrity of the Account
- Disclosure Sequencing Sheet — When to Reveal Documents to a Subject

## Day 3: Conducting Witness and Complainant Interviews

- Opening and Rapport Script — Explaining Purpose, Process and Ground Rules
- Free Recall Phase — Drawing Out an Uninterrupted First Account
- Open, Probing and Closed Question Ladder — Expanding Detail Without Leading
- Reluctant and Distressed Witnesses — Managing Silence, Fear and Emotion
- Summary and Closure Routine — Confirming Accuracy and Next Contact

## Day 4: Subject Interviews and Testing Accounts

- Subject Interview Structure — Account, Challenge and Explanation Phases
- Staged Document Disclosure — Testing Explanations Against Payment and Email Records
- Inconsistency Log — Recording Conflicts Between Statements and Evidence
- Handling Denials, No Comment and Representatives — Keeping Questioning Fair
- Credibility Factors Checklist — Weighing Accounts Without Relying on Demeanour

## Day 5: Practising the Evidential Interview File

- Recorded Interview Simulation — Applying Planning, Rapport and Free Recall
- Statement Drafting in the Witness's Own Words — Accurate Signed Accounts
- Transcript and Recording Handling — Chain of Custody for Interview Material
- Corroboration Matrix — Linking Each Account to Documents and Transactions
- Evidential Interview File — Completing the Record for Panel or Referral

## Applying Investigative Interviewing and Witness Evidence After the Course

- Review one recent investigation interview against the question ladder and inconsistency log, and agree changes to the unit's interview plan template.
- Lead the planning of the next witness or subject interview using the disclosure sequencing sheet.

## Investigative Interviewing and Witness Evidence Questions FAQ

### What is investigative interviewing and witness evidence, and why does it matter now?

It is the planned, ethical questioning of people involved in an allegation and the recording of their accounts as usable evidence. It matters now because interviews are increasingly challenged by employees, representatives and courts.

### Which roles gain most from investigative interviewing and witness evidence skills?

Fraud investigators, compliance and audit specialists, employee relations investigators and security officers gain most. Each must produce statements that hold up when a panel or legal adviser reviews them.

## How does this investigative interviewing and witness evidence course differ from a fraud investigation course?

It focuses on people rather than money trails. A fraud investigation course covers fund tracing, accounting analysis and document examination, while this one concentrates on planning interviews, questioning witnesses and subjects, and turning their accounts into reliable statements.

## What do you bring back from investigative interviewing and witness evidence training?

You bring back a completed evidential interview file from a recorded simulation, with templates you can reuse on live cases.

## Investigative Interviewing and Witness Evidence: The Way Forward

The evidential interview file is the first thing a case reviewer opens when deciding whether an allegation is proved. Investigators use it to brief decision makers and legal advisers. After its first use, revisit how vulnerable interviewees were supported and whether disclosure timing helped or hindered the subject's explanation on the next case.