



Ethics Investigation

Online Webinar

Facilitator: Liezl Groenewald

24 August 2020 at 09:00 till 13:00



Ethics Investigations

The Ethics Investigations course is focused on the methodology of ethics investigations, interviewing skills and report writing.

In the course the following themes are introduced and discussed:

1. Introduction to ethics investigations vs. forensic investigations
2. Essential qualities of an investigator
3. The steps in an investigation, including:
 - Planning and investigation
 - Establishing facts
 - Evaluating information
 - Writing a report
4. Interviewing, including:
 - Preparing for an interview
 - Setting the scene
 - Differentiating between question types

This course is intended for persons responsible for conducting investigations into transgressions of organisations' codes of ethics, organisational values and ethics related policies (e.g. conflicts of interest, sexual harassment and victimisation).

This course is NOT intended for persons with an investigative background.

The duration of the workshop is half a day.

Profile: Liezl Groenewald

Liezl Groenewald is Senior Manager: Organisational Ethics at The Ethics Institute (TEI) in South Africa and the President of the Business Ethics Network of Africa (BEN-Africa).

Liezl holds a BA (Communication Science), a MPhil Degree in Applied Ethics for Professionals and is currently a PhD candidate in Applied Ethics (Stellenbosch University).

Liezl has been in the field of organisational ethics since 2004. Her main expertise lies in advising organisations on ethics management and strategies, conducting organisational ethics risk and culture assessments, facilitating ethics workshops, conducting ethics investigations, auditing Hotline Service Providers, advising whistle-blowers and training Boards and Social and Ethics Committees. She is also responsible for researching the ethical status of corporate South Africa on a three-year basis. She is a seasoned facilitator for The Ethics Institute and the Institute of Directors, frequent guest lecturer at the Innsbruck University of Applied Sciences (Austria) and the University of Stellenbosch Business School (Executive Development). She regularly speaks at local and international conferences, is a commentator in the media on organisational ethics and whistleblowing, moderator, author of business and military ethics related articles and the Ethics and Compliance Handbook, as well as a contributor to The Ethics Office Handbook. She is currently writing the Whistleblowing Handbook.

30 years' working experience includes being a national security manager, VIP protector, political analyst and corruption and ethics investigator.

Liezl is a Council member of the Cape Peninsula University of Technology (CPUT), serves on several Council sub-committees, SAIPA's Investigation Committee the global working group responsible for drafting an ISO Whistle-blowing Standard.

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To register, please complete the registration form below.



Ethics Investigations Webinar Registration Form

Webinar Fees

Supporters/Members*	R 1 093.00 (VAT inclusive)
<small>*Applies to members of TEI, BEN-Africa, CIGFARO, FPI, ICFP, IIASA, IoDSA, IRMSA, SABPP, SAICA, SAIPA & SIOPSA</small>	
Non-supporters/members	R 1 300.00 (VAT inclusive)

Please indicate if you are a member of any of the following organisations

TEI		BEN-Africa		CIGFARO		FPI		IIASA			
ICFP		IRMSA		IoDSA		SABPP		SAICA			
SAIPA		SIOPSA									
Membership number for above											
Person responsible for payment											
Accounts tel								Accounts email			

Title		Full name (As per ID document)				
Organisation						
Country						
Designation				Email address		
Postal address				Postal code		
Tel number				Cell number		
ID number				Vat number		

Terms and conditions

1. Registrations close one week before a programme starts. All registrations not paid two weeks prior to the event will be cancelled to accommodate people from the waiting list.
2. Due to the 'hands-on' nature of the course, only a limited number of delegates can be accommodated.
3. Bookings are only confirmed on receipt of a registration form, full payment, or a Purchase Order in the case of government departments.
4. Candidates are required to submit a copy of their ID, as well as their highest qualification, when submitting their registration forms.
5. Cancellations two weeks prior incur a 30% penalty. No refunds will be made on cancellations incurred one week prior to the programme. Applicants who have made payment may be substituted by another person at any time prior to the event without incurring an additional fee. The Ethics Institute must be notified of any changes in writing.
6. Late registrations will have a 24-hour window period to confirm their registration and payment.
7. All registrations not conforming to these terms and conditions will be cancelled at no cost to The Ethics Institute.
8. 5% discount if three or more delegates from one organisation register. 10% discount if six or more delegates from one organisation register.

I acknowledge that I am aware of the terms and conditions.

If I have indicated that I am a member of partner organisations, I accept that this will be verified.

Signature

Date



To register, please email the completed form to
Kgothatso Tshabalala at kgothatso@tei.org.za