



Ethics Investigations Workshop

6 March 2024 | Full day (08:30 – 16:00) | Contact session | Venue - Centurion

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

The following themes will be introduced and discussed during this course:

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 extensive investigative background.

Facilitator: Dr Liezl Groenewald

Dr Liezl Groenewald, Senior Manager of Organisational Ethics at The Ethics Institute (TEI) in South Africa, is a renowned expert with 35 years of experience in the field. Holding a BA in Communication Science, along with a Masters and PhD in Applied Ethics, she co-founded The Whistleblower House and previously presided over the Business Ethics Network of Africa (BEN-Africa). Liezl advises organisations on ethics management, conducts ethics risk assessments, facilitates workshops, and investigates meta ethics issues. She also trains Boards and Social and Ethics Committees and regularly speaks at international conferences.

Liezl has served as a Counter-intelligence Operator and National Security Manager, where her responsibilities included debriefing informants, conducting undercover operations for counter-intelligence, and actively participating in security-related investigations. During her tenure at the South African Revenue Service, Liezl implemented a comprehensive ethics management strategy, personally investigated unethical conduct, and provided advice to various departments on corruption investigations. At TEI, she is involved in investigating and interviewing perpetrators of organisational standards in client organisations, along with conducting meta-ethics investigations to ensure the ethical conduct of client-conducted investigations.

To register, please complete the registration form below.



WORKSHOP FEE

Supporters/Members*

R 3 392.00

VAT inclusive

Non-supporters/members

R 3 975.00

VAT inclusive

www.tei.org.za

012 342 2799

The Ethics Institute

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building an
ethical
SOCIETY

Registration form					
Title		ID number		Country	
Full name					
Organisation					
Designation					
Email address					
Postal address				Postal code	
Tel		Cell		VAT number	

TEI recognizes its responsibility to protect the Personal Information collected under the Protection of Personal Information, Act 4 of 2013, and have taken reasonable measures to ensure that all Personal Information is protected under its care. A copy of TEI's Protection of Personal Information Policy is available from the Information Officer, on request.

I hereby provide voluntary consent for the processing of my Personal Information as it will only be used for the intended purpose of registering for the above-mentioned programme, training verification statistics and evaluations, and will not be processed for any other purpose.

I hereby provide voluntary consent to TEI for referring to my name and surname online and receive direct marketing from TEI.

*Please indicate if you are a member of any of the following organisations									
TEI		ACFE		BEN-Africa		CIGFARO		EPA	
FPI		ICFP		IIASA		IoDSA		IRMSA	
ISACA		SABPP		SAIPA		SIOPSA			
Membership number for above						Accounts tel			
Payer responsible for payment									
Accounts email									

Special requirements/ Disabilities									
Dietary requirements	Halaal		Halaal-friendly		Vegetarian		Diabetic		

Terms and conditions

- Registration for this programme closes two weeks before its commencement date. Any registrations that remain unpaid two weeks prior to the event, will be cancelled to allow an opportunity for candidates on the waiting list to attend.
 - Cancellations made two weeks prior to the programme commencement date, will result in a 30% penalty.
 - No refunds will be issued for cancellations occurring one week prior to the programme, however, applicants who have made payment can be substituted by another individual at any time before the event, without incurring an additional fee. Such changes must be communicated to TEI in writing.
 - Given the practical nature of this course, TEI can only accommodate a limited number of participants per course.
 - Attendance will be confirmed upon receipt of a completed registration form, full payment, or purchase order in the case of government department delegates.
 - Late registrants will be given a 24-hour window to confirm both their registration and provide proof of payment to TEI.
 - Registrations not adhering to these terms and conditions will be cancelled without any charges to TEI.
- 8. * DISCOUNT**
- A 5% discount will be applied if three or more delegates from a single organisation register.
 - A 10% discount will be applied if six or more delegates from a single organisation register.

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

Please email completed form to Kgothatso Tshabalala at kgothatso@tei.org.za