



ATIXA Investigation Report Writing for Higher Education Training & Certification Course Sample Agenda

Description:

Investigation Report Writing is a one-day deep dive into the writing mechanics, format, structure, and best practices for investigation report writing.

In this hands-on session, topics covered will include managing sensitive information, integrating quotations, addressing unavailable information, using footnotes, incorporating feedback from the parties post-report review, writing credibility assessments, and more. Faculty will review the most common errors they see in investigation reports and how to prevent them. Training participants will have the opportunity to critique sample investigation report excerpts with the faculty to evaluate both clarity and content.

Learning Outcomes:

Participants will be able to...

- Determine the information that should be included in each section of an investigation report
- Identify problematic language in investigation reports and suggest remedies
- Integrate different sources of evidence into an investigation report in a clear manner
- Use best practices for protecting participant privacy through redaction, etc.
- Address the absence of specific evidence in an investigation report

11:00 AM – 6:00 PM

Overview of the Investigation Process

- IX Commandments
- 10 Steps of an Investigation
- Investigation Records

Purpose of the Investigation Report

- Title IX Regulations Requirements
- Relevant and Directly Related Evidence
- Information for Decision-makers

Writing Mechanics

- Tone
- Voice
- Tense
- Point of View
- Formal vs. Informal Language
- Active vs. Passive Voice

Writing Clarity

- Format and Structure
- Quotations
- Sensitive Information
- Redaction
- Word Choice
- Bias-Free Writing
- Footnotes
- Attachments, Appendices, Exhibits, etc.

Absent Information

- Information Unable to be Obtained
- Questions Asked Yet Unanswered

Investigation Report Sections

- Complaint Information
- Executive Summary
- Relevant Background
- Jurisdiction and Scope of the Investigation
- Applicable Policies and Relevant Definitions
- Investigation Timeline
- Reported Incident(s) Timeline(s)
- Summary of Relevant Statements and Evidence
- Credibility Assessment
- Discussion and Synthesis
- Recommended Findings
- Recommended Final Determination
- Conclusion
- Evidence File/Appendices

Note: Training will include one morning and one afternoon break (approximately 15 minutes each) and a one-hour lunch break. Training start and end times for in-person events are determined by the host site. All virtual training sessions take place from 11 AM – 6 PM ET unless otherwise specified.