



# Investigator Report Writing: Higher Education

## Learning Outcomes:

- Participants will understand the different sections of an investigation report and the content which should be included in each.
- Participants will identify problematic language in investigation reports and suggest remedies.
- Participants become aware of common report writing issues and why they are problematic.
- Participants will be able to integrate different sources of evidence into an investigation report in a clear manner.
- Participants will become familiar with best practices for protecting participant privacy through redaction, etc.

## Agenda

### Morning Session (11:00 to 2:00pm)

1. Review of Investigation Process
2. Writing Mechanics
3. Clarity
  - a. Format & Structure
  - b. Integrating Quotations
  - c. Managing Sensitive Information
  - d. Redaction Practices
  - e. Footnotes
  - f. Appendices, Attachments, Etc.
  - g. Incorporating Post-Review Feedback

### Lunch Break 2:00pm to 3:00pm

### Afternoon Session (3:00pm to 6:00pm)

4. Report Sections Review & Critique
  - a. Group Work

\*Times are an estimate. Actual times vary based on time zone, questions and group discussion



