Investigation Skills & Report Writing for Higher Education
Training & Certification Course Agenda

Description:
Investigation Skills and Report Writing for Higher Education builds on the concepts from Higher Education Investigation Foundations and focuses on both refining interviewing techniques as well as post-interview tasks, including credibility assessment, synthesizing information, and writing clear, comprehensive investigation reports. Participants will receive an example investigation report to help guide their understanding of report writing mechanics, format, and structure as well as determining the information that should be included in each report section. Further, participants will have opportunities to engage in a variety of applied learning activities to practice their skills and receive feedback from ATIXA’s experts.

Learning Outcomes:
After completing this course, participants will be able to…

▪ Develop interview questions designed to elicit information that is relevant to a specific allegation
▪ Explain how to apply the five factors to consider when assessing credibility
▪ 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
▪ Provide examples of how bias, prejudice, and/or conflicts of interest may impact an investigation

Day 1
11:00 AM – 6:00 PM

Overview of the Investigation Process
▪ IX Commandments
▪ 10 Steps of an Investigation
▪ Investigation Records

Trauma and Investigations
▪ Introduction to Trauma
▪ Neurobiological Impact of Trauma
▪ Trauma and Interviewing
▪ Trauma and Credibility
Investigation Strategy

Notetaking and Recordkeeping
- What Kinds of Notes Should be Kept?
- Notetaking
- Recordkeeping

Parsing the Policy
- Review Sexual Harassment Definitions
  - Consent Construct
- Review Sex-Based Discrimination Definition
- Other Civil Rights Offenses
- Retaliation
  - Basic Legal Principles
  - Preliminary Elements of a Retaliation Claim
  - Retaliation and Adverse Action

Collecting and Managing Evidence
- Evidence Preservation
- Evidence Management & Recordkeeping
- Managing Sensitive Information
- Executing the Exchange of Information
- Relevance

Purpose of the Investigation Report
- Title IX Regulations Requirements
- Relevant and Directly Related Evidence
- Information for Decision-makers

Day 2
11:00 AM – 6:00 PM

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 Analysis
▪ 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.