Investigation Foundations Level Two: Skills & Report Writing for Higher Education
Training & Certification Course Agenda

Description:

Investigation Foundations Level Two: Skills and Report Writing for Higher Education builds on the concepts from Title IX Investigation Foundations Level One: Procedures and Critical Skills for Higher Education 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 example investigation reports 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

Course Topics

Investigation Process Review

- Civil Rights Investigation Overview
- Investigation Process
- Investigation File
- Comprehensive Complaint File

Bias-Free Investigations

- Understanding Bias
- Common Bias Manifestations in Investigations
- Mitigating Bias

Credibility

- Credibility Overview
- Primary Credibility Factors
- Consistency
- Corroboration
- Inherent Plausibility
- Motive to Falsify
- Past Record
- Demeanor
- Inconsistencies, Affect, and Credibility
- Credibility Assessments in Investigation Reports
- Common Credibility Assessment Errors

Interviewing Skills and Considerations

- Interviewing Skills and Considerations
- Questioning Techniques and Considerations
- Disability Considerations
- Language Considerations
- Interview Challenges: Resistance, Reluctance, and Lying

Investigation Reports

- ATIXA's Recommendation
- Potential Audiences for Report
- FERPA, Title IX, and Student Records
- Employee Records
- Party Information Disclosure

Writing Mechanics

- Tone, Voice, Tense, and Point of View
- Formal vs. Informal Language
- Active vs. Passive Voice
- Tense
- Neutral Perspective

Writing and Structuring Investigation Reports

- Format and Structure
- Direct Quotations
- Sensitive Information
- Redaction Practices
- Word Choice

- Footnotes
- Parties' Questions for Others
- Tips for Report and Evidence File Sharing
- Parties' Review and Response
- Post-Review Investigator Response

Internal Report Review
- Internal Report Review and Feedback
- Six Cs for Report Reviews
- Feedback Examples

Absent Information
- Information Not Obtained
- Unanswered Questions

Investigation Report Sections
- Possible Investigation Report Sections
- Relevant Background
- Incident(s) Timeline(s)
- Relevant Evidence Summary
- Credibility Assessment
- Discussion and Synthesis
- Recommended Findings
- Recommended Final Determination
- Conclusion
- Appendices
- Evidence File

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 10 AM – 5 PM ET unless otherwise specified.