



# Drafting an Investigation Report

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Webinar

Live Webcast

## Presented by trainED

Many institutions have begun using an investigation model for **addressing Title IX and Campus SaVE Act complaints** in which a single investigator investigates a complaint and provides an investigation report to an adjudicator or a panel of decision-makers.

Under the new Campus SaVE Act regulations, institutions must allow parties in a complaint process access to all information considered by a decision-maker—including this report.

It is critical for investigators to **carefully draft investigation reports**, so that decision-makers can **make informed decisions** and your institution's process can **withstand increased scrutiny** from parties and their advisors.

Join us for a 60-minute training on **best practices for drafting investigation reports**. Participants will leave this training with a road map for successfully drafting their next investigation report.

This training will cover:

- The purpose of an investigation report
- Elements to include in a report
- Important considerations to make when drafting a report