



Administrative Investigation Skills

Government, Legal & Public Sector

QGT-GOV-115 | Foundation | 5 or 10 days | Online, classroom, in-house

Course overview

Administrative Investigation Skills is an introduction that builds a solid working knowledge in Administrative Investigation Skills. It covers the principles, the requirements of international public-sector frameworks and GCC regulations, and the practical methods used on site, with case studies from operations in the Gulf, Africa and worldwide. Available online, in the classroom in 60 cities, or in-house.

What participants will be able to do

- Explain the principles, terminology and scope of Administrative Investigation Skills
- Apply the relevant requirements of international public-sector frameworks and GCC regulations
- Use practical tools, checklists and calculations with confidence
- Recognise common problems, risks and root causes and choose the right corrective action
- Prepare an improvement plan for their own site or organisation

Who should attend

Designed for government officials, legal advisors, compliance officers and policy teams, new joiners and anyone who needs a solid grounding in the subject.

Course outline (5 days)

Day 1: Principles and terminology

Scope, key definitions and how Administrative Investigation Skills fits into daily operations

Day 2: Codes, standards and requirements

What international public-sector frameworks and GCC regulations require, and how to read them

Day 3: Methods, tools and calculations

Step-by-step methods, checklists and worked examples

Day 4: Operation, inspection and common problems

Typical failures, warning signs and what to do about them

Day 5: Case studies, workshop and assessment

Group exercise on real cases and a final knowledge check

What the 10-day edition adds

Day 6: Applied project, part 1 – Apply the week-one methods to a case from your organisation

Day 7: Data and digital tools – Software, spreadsheets and digital tools used in practice

Day 8: Lessons from incidents and audits – What investigations and audit findings teach

Day 9: Applied project, part 2 – Complete, test and refine your solution

Day 10: Presentations and final assessment – Present to the group and complete the final assessment

Fees (USD per participant)

Duration	Live online	Classroom	In-house
5 days	\$3,000	\$5,500	On quote
10 days	\$5,500	\$9,900	On quote

Fees include course material and certificate of completion; classroom fees include refreshments and lunch. In-house training is priced per group.

Dates and cities 2027–2030

Dates	City	Format	Duration	Fee
4–8 Apr 2027	Al Khobar	Classroom	5 days	\$5,500
3–14 May 2027	Brussels	Classroom	10 days	\$9,900
31 May – 4 Jun 2027	Vienna	Classroom	5 days	\$5,500
13–24 Jun 2027	Erbil	Classroom	10 days	\$9,900
19–23 Jul 2027	Online (live)	Online (live)	5 days	\$3,000
14–18 Feb 2028	Accra	Classroom	5 days	\$5,500
21 Feb – 3 Mar 2028	Paris	Classroom	10 days	\$9,900
22–26 May 2028	Luanda	Classroom	5 days	\$5,500
6–17 Aug 2028	Alexandria	Classroom	10 days	\$9,900
21–25 Aug 2028	Online (live)	Online (live)	5 days	\$3,000
5–9 Feb 2029	Bangkok	Classroom	5 days	\$5,500
5–16 Mar 2029	London	Classroom	10 days	\$9,900
1–5 Apr 2029	Sharm El Sheikh	Classroom	5 days	\$5,500
7–18 May 2029	Istanbul	Classroom	10 days	\$9,900
22–26 Oct 2029	Online (live)	Online (live)	5 days	\$3,000
20–24 Jan 2030	Kuwait City	Classroom	5 days	\$5,500
15–26 Apr 2030	Kigali	Classroom	10 days	\$9,900
23–27 Jun 2030	Manama	Classroom	5 days	\$5,500
15–26 Jul 2030	Beirut	Classroom	10 days	\$9,900
18–22 Nov 2030	Online (live)	Online (live)	5 days	\$3,000

How to register

Register online or scan the code

<https://qimmatrainig.com/courses/administrative-investigation-skills/>

WhatsApp: +971 50 697 0908

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