



Administrative Investigation Skills: Practical Workshop

Government, Legal & Public Sector

QGT-GOV-151 | Practical workshop | 5 or 10 days | Online, classroom, in-house

Course overview

Administrative Investigation Skills: Practical Workshop is a hands-on workshop built around exercises and real site problems 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 who want practice rather than theory.

Course outline (5 days)

Day 1: Workshop briefing and baseline

Participants bring a real problem from their own site

Day 2: Guided practice 1

Hands-on exercises using templates, checklists and calculators

Day 3: Guided practice 2

Simulations and role-play based on Administrative Investigation Skills scenarios

Day 4: Field cases from the Gulf and Africa

Analysing what went wrong and what worked

Day 5: Action plan and peer review

Each participant leaves with a reviewed improvement plan

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
28 Feb – 4 Mar 2027	Salalah	Classroom	5 days	\$5,500
5–16 Apr 2027	Munich	Classroom	10 days	\$9,900
11–15 Apr 2027	Doha	Classroom	5 days	\$5,500
14–25 Jun 2027	Singapore	Classroom	10 days	\$9,900
27 Sep – 1 Oct 2027	Online (live)	Online (live)	5 days	\$3,000
13–17 Mar 2028	Beirut	Classroom	5 days	\$5,500
1–12 May 2028	Athens	Classroom	10 days	\$9,900
23–27 Jul 2028	Algiers	Classroom	5 days	\$5,500
6–17 Aug 2028	Dammam	Classroom	10 days	\$9,900
28 Aug – 1 Sep 2028	Online (live)	Online (live)	5 days	\$3,000
12–16 Feb 2029	Paris	Classroom	5 days	\$5,500
26 Mar – 6 Apr 2029	Munich	Classroom	10 days	\$9,900
11–15 Jun 2029	Athens	Classroom	5 days	\$5,500
25 Jun – 6 Jul 2029	Baku	Classroom	10 days	\$9,900
23–27 Jul 2029	Online (live)	Online (live)	5 days	\$3,000
7–11 Apr 2030	Manama	Classroom	5 days	\$5,500
17–28 Jun 2030	Brussels	Classroom	10 days	\$9,900
30 Sep – 4 Oct 2030	Toronto	Classroom	5 days	\$5,500
13–24 Oct 2030	Algiers	Classroom	10 days	\$9,900
21–25 Oct 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-practical-workshop/>

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