

**Learn to use the TOP-SET Incident Investigation System to enhance your investigation skills and become an active member of your incident investigation team from anywhere in the world\*.**

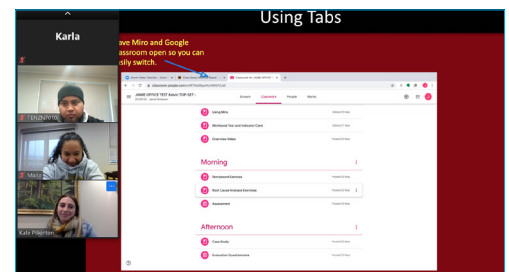
Kelvin TOP-SET has worked with its educational and IT specialists to develop this innovative approach to learning about Incident Investigation and Problem Solving. This course contains all the elements of the highly regarded 'face-to-face' investigator course but without the necessity for participants to travel; a huge advantage for companies all around the world.

Delegates learn to utilise the Kelvin TOP-SET Incident Investigation System to efficiently and effectively investigate incidents, to help solve problems and improve organisational performance.

Kelvin TOP-SET Tutors use their extensive, 'real-world' investigation experience to teach the 6-step Kelvin TOP-SET Incident Investigation System to delegates, who gain the competence and confidence to investigate incidents within their organisation.

### Key Features:

- Remote learning using world-leading technology – The Kelvin TOP-SET Cloud Classroom environment ensures the optimal digital learning experience
- Active case studies & tasks where delegates are divided into investigation teams (which mirrors 'real-life' scenarios)
- One highly experienced TOP-SET Tutor to 6 participants (lots of individual coaching time)
- Regular course dates to fit with work schedules
- End of course knowledge/understanding test



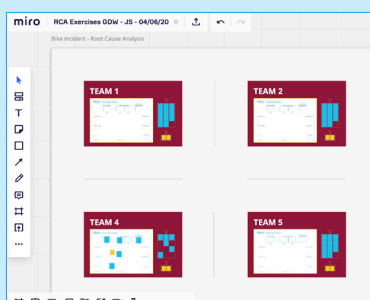
Highly Practical Virtual Environment

### Who Is This Course For?

This qualification is an entry-level course for anyone who carries out investigations within their organisation and/or may be part of a larger investigation team.

### Client Perspective:

*"The online course was expertly run with none of the digital glitches often encountered on remote platforms. I was surprised to hear that this is a very new product. Jamie knew the subject and material inside-out and used the digital classroom and storyboard effortlessly. Clearly TOP-SET have evolved their world-class courses into world-class online courses."* Mike Pennefather, IntegraCertified



Team Exercises

### Online Collaborative Working

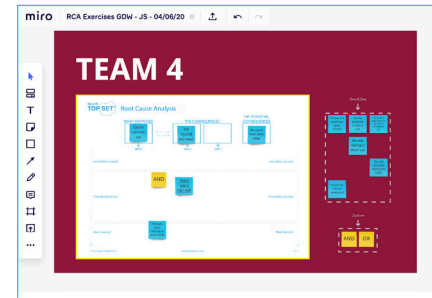
Collaborative working combined with practical case studies embeds learning and prepares delegates for real-life investigation situations. Furthermore, by utilising the online collaboration tools in the Kelvin TOP-SET Cloud Classroom, delegates will be better prepared to run investigations when they are unable to be 'on-site'.

## Truly Effective Incident Investigation

Kelvin TOP-SET is a complete Incident Investigation System, taking you from Planning to Root Cause Analysis and making Recommendations. Delegates will gain a solid understanding of how to use the Kelvin TOP-SET Incident Investigation System in their organisation to learn from and prevent incidents reliably. Understanding and solving problems is at the heart of the Kelvin TOP-SET Introductory Investigator Course. The TOP-SET approach is easy-to-use and gives consistent results across all types of industries and organisations.

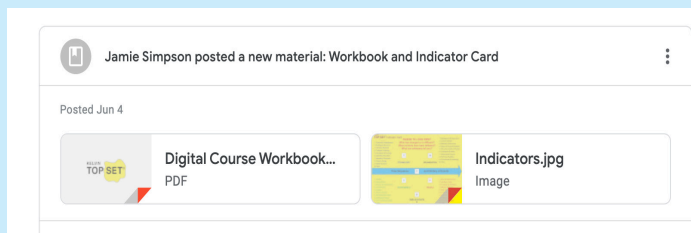
### Learning Outcomes Include:

- Understanding and appreciating the value of the TOP-SET process
- Understanding how to write an effective Incident Statement
- Being able to plan an investigation
- Using the TOP-SET Indicators to collect data/evidence
- Being able to build a TOP-SET Storyboard
- Improving co-operation and teamwork
- Carrying out effective root cause analyses
- Making impactful SMART actions and recommendations

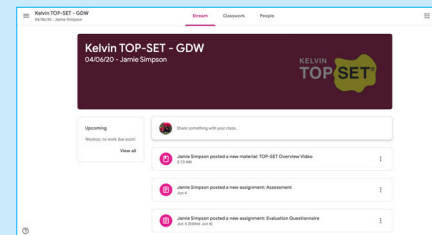


Remote Group Exercises

### Online Resources for Delegates



Available as Downloads



Easy-to-navigate Cloud Classroom

### What Delegates Say:

*"I found that the use of technology was good; it enabled us to not only learn the TOP-SET approach, but a new way of doing it." | "It was incredibly informative and gave me tools to improve investigations at work." | "Simplifies the investigation procedure."*

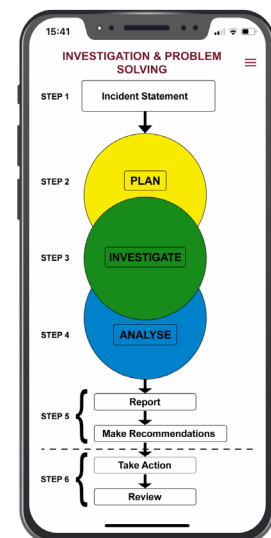
On successful completion of the course each participant will be given the latest TOP-SET interactive app. This operates on all platforms, and is of huge practical benefit to everyone while conducting investigations.

Course duration – 8 hours

Open (public) and In-house Courses are available

Kelvin TOP-SET Introductory Investigator Course Certificate is supplied on successful course completion

\*with sufficient internet access (see separate Setup Instructions document for details)



TOP-SET Investigation App