

## Kelvin TOP-SET Courses

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### Kelvin TOP-SET 3-Day Senior Investigator Course

Designed for senior managers and safety professionals, this three day course is, in effect, a master class. The course is very intensive and is broadly equivalent to a week or more at a senior college or university. Participants are exposed to the latest thinking in the subject and are actively engaged in 'hands on' case studies. Human factors are an integral part of the course. There is a major emphasis on the practical application of the TOP-SET Incident Investigation System.

Each participant will receive a specially designed Senior Investigator pack which will include:

- A professionally bound and produced Kelvin TOP-SET 'Practical Handbook of Investigation'
- A water-resistant TOP-SET Investigation Card
- A Personal Style Inventory analysis tool
- A full set of A0 and A3 TOP-SET Investigation Charts
- Personal exercise
- A TOP-SET 'memory jogger' pen
- A set of Post-its
- A waterproof TOP-SET carrying case
- A TOP-SET Investigation Reporting Workbook
- A certificate (on successful completion of the course)



## Kelvin TOP-SET 3-Day Senior Investigator Course - Course Objectives

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As a result of your attendance on this course, you should:

- develop your attitude and behaviour in the investigative process, paying particular regard to a tolerance of openness and a postponement of closure in seeking answers / solutions
- be able to operate a conceptual frame that:
  - a) has width and comprehensiveness and
  - b) considers the sequence of events relative to their chronology
- be able to operate a procedural systematic approach to investigation that includes:
  - a) planning;
  - b) using indicators;
  - c) storyboard / timeline analysis;
  - d) root cause analysis;
  - e) profiling;
  - f) reporting
- develop interpersonal skills for:
  - a) interviewing to gain information
  - b) team operation and cooperation
  - c) enhanced interpersonal awareness.



Particular emphasis will be placed on the identification of immediate and root causes; the whole TOP-SET process is, in essence, geared towards Root Cause Analysis and eventual profiling and reporting.

Participants will receive a Kelvin TOP-SET 'Senior Investigator' certificate on successful completion of the course.

**The cost to attend a 3-Day Senior Investigator "open" course in the UK is £1,800 plus VAT**