



# COLLEGE OF INSURANCE & PROFESSIONAL STUDIES

*presents*

*a Seminar*

*on*

## CRITICAL ELEMENTS OF INTERVIEWING AND RECORDING OF STATEMENT

**PRESENTER:** Coleridge Minto

**TARGET GROUP:** Claims Officer, Loss Adjusters, Investigators (*Civil and Criminal*)

**SEMINAR CONTENT:**

- **Interviewing Techniques**
- **Purpose and objective of interviews**
- **Reasons for giving or not giving information (*optional*)**
- **Elements of Interviewing (Acronym : POLITE)**
- **Planning for the interview**
- **Statement Writing (Definition of statements)**
- **Question Techniques**
- **Dying Declaration**

**COST:** Members - \$5,500.00  
Non-members - \$6,875.00  
(*including lunch, coffee break and seminar material*)

**VENUE:** College of Insurance & Professional Studies

**DATE:** Wednesday June 21, 2006

**TIME:** 9:30 a.m. – 3:00 p.m.

*For further information contact:*

**COLLEGE OF INSURANCE & PROFESSIONAL STUDIES**

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# REGISTRATION FORM

*For*

## CRITICAL ELEMENTS OF INTERVIEWING AND RECORDING OF STATEMENT

**WEDNESDAY JUNE 21, 2006**

Please register the following participant(s) in the abovementioned Seminar

<b>ORGANISATION:</b>		
<b>ADDRESS:</b>		
<b>NAME AND POSITION OF PERSON AUTH ORISING REGISTRATION:</b>		
<b>AUTHORIZED SIGNATURE:</b>		
<b>TEL:</b>	<b>FAX:</b>	
<b>DATE:</b>	<b>EMAIL:</b>	
<b>NAME OF PARTICIPANT</b>	<b>TITLE</b>	<b>EMAIL</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		
<b>6.</b>		
<b>7.</b>		
<b>8.</b>		
<b>9.</b>		
<b>10.</b>		

I understand that the total amount payable is \$ \_\_\_\_\_

Enclosed is a cheque made payable to the:

*COLLEGE OF INSURANCE & PROFESSIONAL STUDIES*  
 3a Richmond Avenue, Kingston 10.  
 Tel: 929-3340/2/3, Fax: 929-6117, E-mail: info@collegeofinsurance.edu.jm

**NOTE:** *Kindly ensure that fees are paid before or on the day of the seminar.*