

NONPROFIT ORG  
U.S. POSTAGE  
PAID  
ANN ARBOR, MI  
PERMIT NO. 106

THE UNIVERSITY OF MICHIGAN  
INSTITUTE OF CONTINUING LEGAL EDUCATION

1020 Greene Street  
Ann Arbor, MI 48109-1444



ADDRESS SERVICE REQUESTED

ICLE | Your Partner in Practice



### 4 Ways to Register

- 1 Online (with credit card) [www.icle.org/harassment](http://www.icle.org/harassment)
- 2 Call (with credit card) 877-229-4350
- 3 Fax (with credit card) 877-229-4351
- 4 Mail (form with payment) ICLE, 1020 Greene St., Ann Arbor, MI 48109-1444

## Sexual Harassment Policies and Investigations

### Sexual Harassment Policies and Investigations

#### Seminar Registration

- \$195 General
- \$165 Section Member
- \$165 ICLE Partner
- \$195 HR Professional
- \$95 New Lawyer (0-3 Years in Practice P79400+)
- \$165 per Registrant (4+ Registrants from the Same Firm)<sup>1</sup>
- FREE Judges (Limit 40)<sup>2</sup>

18CR-5368

#### Select One

- Live in Plymouth** The Inn at St. John's  
11/01/18, 8:30am-12:00pm
- On-Demand Seminar** Available 11/22/18

Name \_\_\_\_\_

MI Bar # \_\_\_\_\_ ICLE P'ship # \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Total Amount Due \$ \_\_\_\_\_

Check Check No. \_\_\_\_\_ Payable to: ICLE

Visa  Mastercard  Amex  Discover

CC No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature for CC \_\_\_\_\_

Prices guaranteed until 11/01/18. Cannot combine discounts. <sup>1</sup>Please attach additional sheet listing registrants attending.

<sup>2</sup>Current sitting state court judges (limit 40) attend free and must complete order form or call ICLE to register. **Complete Seminar Policy:** [www.icle.org/info/seminarpolicies](http://www.icle.org/info/seminarpolicies). **Cancellation Policy:** For a full refund, notify ICLE by 10/18/18. Registrants who cancel after that date will be charged a \$60 cancellation fee. No refunds will be issued after 10/25/18. **Persons with Disabilities or Dietary Restrictions:** For special arrangements please contact ICLE no later than seven days before the seminar.

NOVEMBER 1, 2018  
The Inn at St. John's, Plymouth

**REGISTER TODAY**

[www.icle.org/harassment](http://www.icle.org/harassment) | 877-229-4350



SHRM  
RECERTIFICATION PROVIDER  
2018



**THE INSTITUTE OF CONTINUING LEGAL EDUCATION**  
*The education provider of the State Bar of Michigan*

The State Bar of Michigan • The University of Michigan Law School • Wayne State University Law School • University of Detroit Mercy School of Law • Western Michigan University Thomas M. Cooley Law School • Michigan State University College of Law

# Handle Workplace Investigations with Confidence

Cosponsored by the Labor & Employment Law Section of the State Bar of Michigan

With the #MeToo movement, awareness of harassment is growing. Arm your clients and organizations with harassment policies that meet the legal standard. Join plaintiff, defense, and in-house lawyers as they explore the mechanics of a workplace investigation from all perspectives. Experts take you step-by-step through an investigation and provide insight on everything from setting it up to determining the scope and more.

## You Will Be Able to:

- Identify how workplace culture impacts claims and provide effective staff training
- Draft airtight harassment policies and define reporting mechanisms
- Identify the structure of your investigation and who to involve
- Counsel the employee on key issues before the investigation
- Gain the trust of witnesses during the interview process
- Recognize common employer pitfalls during the investigation process
- Accurately compile the written report



This program was approved for 2.75 HR (General) recertification credit hours toward aPHR™, PHR®, PHRca®, SPHR®, GPHR®, PHRI™ and SPHRI™ recertification through HR Certification Institute® (HRCI®). You will receive the activity ID number on-site to include on your recertification application form. The use of this seal confirms that this activity has met HR Certification Institute's (HRCI) criteria for recertification credit pre-approval. For more information, please visit [www.hrci.org](http://www.hrci.org).



ICLE is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP<sup>SM</sup> or SHRM-SCP<sup>SM</sup>.

## Schedule

**November 1, 8:30am–12:00pm** Level: Basic/Intermediate

CLE: 2.75 HRCI: 2.75 SHRM: 2.75

- 8:30am** Continental Breakfast and Registration
- 9:00am** Defining Workplace Culture
  - hiring decisions and pay history
  - systemic cultural issues including gender discrimination
- 9:30am** Considerations for Policies
  - essential terms for every harassment policy
  - drafting to meet the legal standard
  - reporting mechanisms
  - employee sexual harassment training
- 10:15am** Networking Break
- 10:30am** Preliminary Aspects of an Investigation
  - defining the issues, scope, and structure of the investigation
  - who to involve in the investigation
  - privilege and preliminary document review
  - involvement of legal counsel
  - counseling the employee pre-investigation
  - off-duty investigation
- 11:15am** Conducting the Investigation and Post-Investigation Issues
  - conducting effective interviews
  - special situations
  - documenting the investigation
  - settlement and litigation issues

### Contributors



**Lori Keen Adamcheski**  
Ogletree Deakins,  
*Birmingham*



**Terry W. Bonnette**  
Nemeth Law PC, *Detroit*



**Nakisha N. Chaney**  
Salvatore Prescott & Porter,  
*Northville*