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Anatomy of a Workplace Investigation

Anatomy of a Workplace Investigation

The Inn at St. John's, Plymouth, 11/17/16, 9:00am-12:00pm

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Prices guaranteed until 11/17/16. ¹Please attach additional sheet listing lawyers attending. **Complete seminar policy:** www.icle.org/info/seminarpolicies. **Cancellation policy:** For a full refund, notify ICLE by November 3, 2016. Registrants who cancel after that date will be charged a \$60 cancellation fee. No refunds will be issued after November 10, 2016. **Persons with disabilities:** For special arrangements, please contact ICLE no later than seven days before the seminar.

Handle Your Next Workplace Investigation with Confidence

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

Explore the mechanics of a workplace investigation from all perspectives—plaintiff, HR, and defense. Experts take you step-by-step through an investigation and provide insight and tips on everything from setting up the investigation and determining the scope to preparing the complaining employee and more.

Attend and Learn to:

- 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
- Pin down specific complaints
- Recognize common employer pitfalls during the investigation process
- Accurately compile the written report
- Gain strategies for attacking the internal investigation



This program has been approved for 2.75 general recertification credit hours toward PHR, SPHR, and GPHR recertification through the HR Certification Institute (HRCI). The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.



The Institute of Continuing Legal Education is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CPSM or SHRM-SCPSM.

Schedule

November 17, 9:00am–12:00pm **Level:** Basic **CLE:** 2.75 **HRCI:** 2.75 **SHRM:** 2.75

9:00am Preliminary Aspects of the Investigation

defining the issues • setting up the investigation and who to involve • scope and structure of the investigation • privilege and preliminary document review • counseling the employee pre-investigation • off-duty investigation

9:45am Interviewing the Complaining Party

preparing employee for interview • explaining the investigation • gaining trust • interview techniques/pinning down specific complaint • exploring knowledge of company policies

10:30am Networking Break

10:45am Interviewing the Target and Other Witnesses

timing of the interviews • approach for target versus other witnesses • goal of meeting with the target • special circumstances

11:15am Post-Investigation

how to compile information for accuracy • recommendations versus factual report • structuring the report • attacking the internal investigation • determining how investigation used and next steps

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