

7 Steps to Investigate Alleged Employee Misconduct Seminar Plus New Writing Comprehensive Investigative Reports Workshop



Investigations Seminar

You are assigned to conduct an internal investigation. The accused employee denies the allegations, and there are no eyewitnesses to the alleged incident. How do you conduct your investigation? How do you determine who is telling the truth and who is lying? How do you properly document your findings?

In this seminar, you will learn practical skills for investigating alleged harassment, discrimination, fraud, theft, and other legal and ethical violations. Discover methods to balance the rights of the complainant and the accused while protecting the interests of your organization.

Advanced Investigative Techniques

1. How do you strategically investigate “he said/she said” allegations where there are no eyewitnesses?
2. How do you interview witnesses using the “Funnel Method” to gather all relevant information?
3. What techniques and questioning strategies can you use to determine whether a witness is lying?
4. Should you tape-record or allow the witness to tape-record the interview?
5. How much detail about witnesses’ statements must you give the accused?

Law of Investigations

6. What are the rules for searching an employee’s workspace, computer, or personal belongings?
7. What should you do if the accused brings an attorney, co-worker, or friend to the investigative interview?
8. Are there restrictions on your ability to discipline employees for discussing the investigation with others?
9. How do you respond if the accused asserts that he or she has a Fifth Amendment “right to remain silent?”
10. How much detail about the results of the investigation should you give the complainant and the accused?

Proper Discipline and Documentation

11. What is the appropriate standard of proof for imposing discipline?
12. What should you include and not include in the investigative report?
13. How should you document your factual findings and credibility determinations?
14. How do you avoid defamation, due process, and discrimination lawsuits from the accused?
15. What if you mistakenly discipline an innocent person?

Writing Comprehensive Investigative Reports Workshop

(in select cities)

In this highly interactive workshop, study the following topics and more:

- How to sift through the relevant evidence
- What to include and not include in the report
- Essential sections of the report
- Principles of clear and concise summaries
- How to properly document credibility determinations
- How to compile exhibits
- What to include and not include in the investigative file
- Privilege and confidentiality designations
- Who should see the report
- How to retain the investigative file

Who Should Attend?

The seminar and workshop are designed for those who investigate, or oversee the investigation of, alleged harassment, discrimination, theft, fraud, and other types of employee misconduct including:

- Human resource professionals
- Ethics officers
- Compliance officers
- Attorneys
- EEO officers
- Managers

Register online, see a detailed course outline, or view a video demo of the seminar at www.globalcompliance.com/seminar or www.brightlinecompliance.com/seminar or register by phone at (866) 621-4968.



Registration Information

Online www.globalcompliance.com/seminar or www.brightlinecompliance.com/seminar
Phone (866) 621-4968 (8:30 am to 5:30 pm EST)
Mail (registration form on back panel)
Brightline Compliance
c/o Global Compliance
Attn: Seminar Department
13950 Ballantyne Corporate Place • Suite 300
Charlotte, NC 28277

Questions? E-mail seminar questions to seminars@globalcompliance.com.

	Investigations Seminar/Webinar	Report Writing Workshop
Registration Fee		
Includes session, refreshments, and manual	\$449	\$349
Early Bird Special		
Full payment must be received 14 days or more before the session.	\$399	\$329
Group Discount		
(Group must be enrolled on the same registration order. May combine sessions for group discount.) 5 or more registrants	\$379 each	\$299 each
Investigations Manual		
Order the investigations manual only without attending the seminar. Includes a \$10.00 shipping/handling fee.	\$199	n/a

Investigations Seminar Schedule

8:00 am to 8:30 am
8:30 am to 12:00 pm
12:00 pm to 1:00 pm
1:00 pm to 4:00 pm

Report Writing Workshop Schedule

8:00 am to 8:30 am
8:30 am to 12:00 pm
12:00 pm to 1:00 pm
1:00 pm to 3:00 pm

Registration/Continental Breakfast
Morning Session
Lunch (on your own)
Afternoon Session

Continuing Education Credit

The HR Certification Institute (HRCI) has approved the investigations seminar for 6 recertification credit hours and the report writing workshop for 5 credit hours.

Multiple state bar associations have approved the investigations seminar for Continuing Legal Education (CLE) credit. Those states include CA, IL, NY, PA, TX, VA, and WA. (Attorneys seeking CLE credit in New York and are facing financial hardship may apply for a reduction in the seminar fee, consistent with NY State Bar rules.) Upon request, we will provide you with information needed to apply for CLE approval. All CLE credit applications filed for this seminar have been approved. Applications for CLE credit for the report writing workshop will also be filed in these same states.

The Society of Corporate Compliance and Ethics (SCCE) has approved the investigations seminar for 7.8 continuing education units toward Certified Compliance and Ethics Professional (CCEP) credit. An application for CCEP credit for the report writing workshop will also be filed.

Cancellations or Substitutions

If cancellation occurs 14 days or more in advance of the registered session date, the registration fee less \$75 administrative fee will be refunded. Should cancellation be requested less than 14 days in advance of the registered session date, the registration fee may be applied to another session in another city* or to the Nov 12 & 13 webinar, or the investigations manual may be received in full consideration of registration fee. Refund cannot be granted for cancellations occurring less than 14 days in advance of the registered date. Substitution of attendee can be made at any time.

*Substitute seminar must be completed within the Fall 2008 seminar series.

Fall 2008

Seminar Locations and Dates

Washington, DC • Oct 7 Seminar | Oct 8 Workshop

The Hamilton Crowne Plaza
1001 14th & K Streets, NW
Washington, DC 20005

Anaheim • Oct 14 Seminar

Hyatt Regency Orange County
11999 Harbor Boulevard, Garden Grove, CA 92840

Los Angeles • Oct 15 Seminar | Oct 16 Workshop

Sheraton Los Angeles Downtown
711 South Hope Street, Los Angeles, CA 90017

Chicago • Oct 21 Seminar | Oct 22 Workshop

Gleacher Center, University of Chicago
450 North Cityfront Plaza Drive, Chicago, IL 60611

Dallas • Oct 28 Seminar

Sheraton Arlington Hotel
1500 Convention Center Drive, Arlington, TX 76011

Houston • Oct 29 Seminar

Sheraton North Houston at George Bush Intercontinental
15700 John F. Kennedy Boulevard, Houston, TX 77032

Phoenix • Oct 30 Seminar

Wyndham Phoenix
50 East Adams Street, Phoenix, AZ 85004

New York City • Nov 4 Seminar | Nov 5 Workshop

Radisson Martinique on Broadway
49 West 32nd Street, New York, NY 10001

San Francisco • Nov 18 Seminar

Radisson San Francisco Airport
5000 Sierra Point Parkway, Brisbane, CA 94005

Seattle • Nov 19 Seminar | Nov 20 Workshop

Red Lion Hotel on Fifth Avenue
1415 5th Avenue, Seattle, WA 98101

Unable to attend in person?

Two-part Investigations Webinar • Nov 12 & 13 (2:00 pm to 5:15 pm EST each day)

Investigations manual and webinar login instructions to be provided following registration.

Webinar cost is same as seminar cost. Only one person may attend per webinar registration fee.

Interested in private, on-site training instead of public seminar attendance?

Global Compliance's BrightlineSM Learning Division is available to provide *7 Steps to Investigate Alleged Employee Misconduct, Preventing Workplace Harassment, Code of Conduct*, and other ethics and compliance courses in private sessions at your business locations. Call (800) 876-5998 to learn more. Global Compliance has provided private, on-site investigations training for many organizations including:

Boeing • Eddie Bauer • Lockheed Martin • U.S. Department of Homeland Security • United Nations • World Bank

About the Presenters

Michael Johnson, Andrew Foose, or Katrina Campbell will lead each session and have trained thousands of professionals in seminars around the world on how to lawfully and effectively conduct internal investigations.

Michael Johnson and Andrew Foose are Co-Presidents of Global Compliance's BrightlineSM Learning Division. Both are former U.S. Department of Justice attorneys where they investigated and litigated numerous claims of employee misconduct against employers around the country. Michael Johnson is a graduate of Duke University and Harvard Law School. Andrew Foose is a graduate of Harvard University and Columbia Law School.

Katrina Campbell is Corporate Counsel for Global Compliance's BrightlineSM Learning Division. She has extensive experience conducting internal investigations and litigating employee misconduct cases as a former attorney with a national law firm and as former in-house counsel for two large corporations. Katrina Campbell is a graduate of Hampton University and Harvard Law School.

Seminar Ratings

Past seminar attendee evaluations have averaged 4.8 on a 5.0 scale.

"This session was among the best of any of the HR training that I have attended over my 30-year career. I feel well prepared to handle an investigation should one ever be required in our company."

– Bill Halas, Director, Business Operations
Canfield Scientific, Inc.

"Outstanding! Invaluable information presented in a clear and highly professional manner."

– Doug Coblens, Chief Operating Officer
Discovery Channel & The Science Channel, Discovery Communications, Inc.

"Michael Johnson has a fabulous lecture style. He keeps his audience captivated with his interactive style and use of scenarios. The most informative presentation I have ever seen."

– Saranna Thornton, Associate Professor
Hampden-Sydney College

"Andrew Foose's on-site delivery met the specific needs of my group. The day was fast-paced, relevant, and directly applicable."

– Hugh Thatcher, General Manager, Human Resources & General Affairs
Marubeni-Itochu Steel America, Inc.

"Katrina Campbell is one of the most effective speakers I have encountered. She is very knowledgeable, down to earth, and provided real-life examples."

– Jorge Maldonado, Division of Human Resources
The Ritz-Carlton, South Beach

About Global Compliance

Global Compliance provides a comprehensive suite of products and services to help its clients create and maintain a business culture of ethical and compliant behavior. We serve greater than 2,100 clients including over one-half of America's Fortune 100, one-third of America's Fortune 500, over one-third of America's Fortune 1000, and nearly one-fourth of the Global 500 along with foremost universities and prominent local, state, and federal government entities.

Global Compliance provides BrightlineSM online and instructor-led workplace ethics and compliance training to more than one million users across more than 600 organizations on courses such as *Preventing Workplace Harassment*, *Workplace Violence Prevention*, *Code of Conduct*, and a host of other topics.

To find out more about our seminar and training capabilities:

- Call (800) 876-5998 or e-mail contactus@globalcompliance.com for an online course demo.
- Visit our website at www.globalcompliance.com. (Online courses may also be purchased at www.globalcompliance.com/educate/marketsite.html.)

Award-Winning E-Learning

- *Training Media Review's* evaluation of Brightline Compliance's online course, *Preventing Workplace Harassment*:
"Finally, an exciting e-learning experience!"
- *Elearning!* magazine selected us in the "Best Compliance Content" category of its "Best of *Elearning!* 2006" awards program.
- *TrainingOutsourcing.com* selected us in the "Compliance Training Programs" category of its 2007 "Top Specialized Learning Process Providers" list.

Register for the Investigations Seminar and/or Report Writing Workshop

Mr. Ms.

Name _____

Corporation/Organization _____

Title _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

E-mail _____

Seminar City _____ Date _____

Workshop City _____ Date _____

Two-part Webinar _____ Date **Nov 12 & 13**

(See inside of this brochure for session cities and dates.)

Priority Code: *(Found near the mailing label on this page)*

Payment Options

Check made payable and mailed to:

Brightline Compliance

c/o Global Compliance

Attn: Seminar Department

13950 Ballantyne Corporate Place • Suite 300 • Charlotte, NC 28277

Visa MasterCard American Express

Name on Card _____

Card Number _____ Exp. Date _____

Brightline Compliance's federal taxpayer ID number is 52-2291035.

Prst Std
U.S. Postage
PAID
Permit No. 4176
Baltimore, MD

7 Steps to Investigate Alleged Employee Misconduct Seminar Plus New Writing Comprehensive Investigative Reports Workshop



Fall 2008 Seminar Locations and Dates

**Report Writing Workshops in Select Cities*

Learn from former U.S. Justice Department attorneys and corporate counsel how to:

- Interview witnesses confidently
- Determine if a witness is lying
- Write "bullet-proof" reports



Washington, DC	•	Oct 7
<i>*Report Writing</i>	•	Oct 8
Anaheim	•	Oct 14
Los Angeles	•	Oct 15
<i>*Report Writing</i>	•	Oct 16
Chicago	•	Oct 21
<i>*Report Writing</i>	•	Oct 22
Dallas	•	Oct 28
Houston	•	Oct 29
Phoenix	•	Oct 30
New York	•	Nov 4
<i>*Report Writing</i>	•	Nov 5
Webinar	•	Nov 12 & 13
San Francisco	•	Nov 18
Seattle	•	Nov 19
<i>*Report Writing</i>	•	Nov 20