

PREVENTING AND REDUCING EMPLOYMENT LAW LIABILITY WITH EFFECTIVE INTERNAL INVESTIGATIONS

How do you properly investigate an internal complaint? This full-day program addresses this question for both private and public sector employers. Through interactive discussion, hypotheticals and role-playing, attendees learn about:

- The legal requirements applicable to internal investigations
- Developing an effective workplan and investigation strategy
- The “do’s and don’ts” of conducting effective witness interviews
- Compiling and analyzing the evidence
- The keys to drafting the investigative report
- Working with internal resources to take action after the investigation
- Preventing retaliation and future misconduct

Attendees will receive an “Investigator’s Manual” with checklists, sample interview outlines and a sample investigative report, as well as “hands on” experience conducting an investigation. Certificates are provided upon seminar completion. Space is limited.

Human Resources



“This was a great course. Jennifer’s enthusiasm and knowledge kept me very engaged.”

-Attendee at recent session

- Date:** January 24, 2012
- Time:** 8:30 a.m. - 4:30 p.m.
(Registration at 8:00 a.m.)
- Location:** 980 9th Street
Second Floor
Sacramento, CA 95814
- Cost:** \$220 per person
Group discounts are available.
Refunds are available only if cancellation is received by January 16, 2012.



PLEASE SEND ALL QUESTIONS AND REGISTRATIONS TO:
Heather Sawyer, Training and Marketing Coordinator
980 9th Street, Suite 2300, Sacramento, California 95814
Telephone: 916.326.5150 ☎ Facsimile: 916.497.0708
Email: hsawyer@shawvalenza.com



REGISTRATION FORM

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Registration is accepted on a first-come, first-served basis.

Registration Information

Name:	Address:
Title:	City/State/Zip:
Company/Agency:	Telephone:
Email:	Facsimile:

Additional Registrant(s)

Name:	Email:
Name:	Email:

Billing Information (if different than above)

Name:	Address:
Title:	City/State/Zip:
Email:	Telephone:

Please make checks payable to Shaw Valenza LLP. Credit cards are accepted online only. Thank you.

Please list any required special accommodations (we need this information at least two weeks prior to the seminar): _____

Amount Enclosed: \$ _____

Forward registration by mail, e-mail, or facsimile (with check to follow) to:

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