



CONDUCTING INTERNAL INVESTIGATIONS: WHAT YOU NEED TO KNOW (PART I)

Employee lawsuits often focus on the quality of employer investigations. This full-day interactive seminar is designed for private and public sector employees who are responsible for investigating internal complaints (e.g., EEO, workplace violence, theft, etc.) and potential violations of policy. We cover various topics in this session, including:

- The legal requirements applicable to internal investigations
- Developing an effective workplan and investigation strategy
- 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

Through case studies and scenarios, attendees will an opportunity to apply the concepts they learn. Certificates are provided upon seminar completion.



Date: June 1, 2010

Time: 8:30 a.m. - 4:30 p.m.
(Registration at 8:00 a.m.)

Location: Cal/EPA Building, Sierra Room
1001 I Street
Sacramento, CA 95814

Cost: Early Bird: \$200 per person
After May 18, 2010:
\$220 per person

Group discounts are available. Refunds are only available if cancellation is received by May 27, 2010.

“I will leave here today with very good framework for beginning my career. Jennifer Was absolutely wonderful!”
-Attendee at Recent Session



PLEASE SEND ALL QUESTIONS AND REGISTRATIONS TO:
Heather Sawyer, Training Coordinator
520 Capitol Mall, Suite 630, Sacramento, California 95814
Telephone: 916.326.5150 Facsimile: 916.497.0708
Email: hsawyer@shawvalenza.com

The use of the “Approved Provider” seal is not an endorsement by the HR Certification Institute of the quality of the program. It means this program has met the HR Certification Institute’s pre-approval criteria for recertification credit.



REGISTRATION FORM

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

Registration Information

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

Additional Registrant(s)

Name: _____ Email: _____
Name: _____ Email: _____

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:

Heather Sawyer, Training Coordinator
SHAW VALENZA LLP
520 Capitol Mall, Suite 630 - Sacramento, California 95814
Telephone: 916.326.5150 - Facsimile: 916.497.0708
Email: hsawyer@shawvalenza.com - Website: <http://shawvalenza.com>

** Refunds only available if cancellation is received by May 27, 2010, at 12:00 p.m.*