



CONDUCTING INTERNAL INVESTIGATIONS: WHAT YOU NEED TO KNOW (ADVANCED TECHNIQUES)

This seminar provides attendees with a full day of “hands-on” experience conducting investigations. Attendees in this session should be prepared to work in groups to:

- Develop investigative workplans
- Conduct witness interviews
- Reach appropriate factual conclusions
- Receive constructive feedback from other attendees and the instructor
- Draft appropriate investigative reports

This is a unique opportunity for attendees to practice their investigative techniques in a fun and supportive environment. Certificates are provided upon seminar completion.



Date: August 19, 2010

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

Location: 600 I Street
Commission Room
Sacramento, CA 95814

Cost: Early Bird: \$200 per person
After August 5, 2010:
\$220 per person

Group discounts are available. Refunds are only available if cancellation is received by August 16, 2010.

“Great combination of information and excellent presentation. Examples of situations I could definitely relate to kept the session interesting.”

-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

Seminar: Conducting Internal Investigations: What You Need To Know (Advanced Techniques)

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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 August 16, 2010, at 12:00 p.m.*