

## INTERNAL INVESTIGATIONS: ADVANCED TOPICS AND TECHNIQUES

This seminar provides attendees with a full day of “hands-on” experience conducting investigations. Prior participation in our “Preventing and Reducing Employment Law Liability with Effective Internal Investigations” is recommended, but not required. 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 effective 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:** September 21, 2011

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

**Location:** 980 9<sup>th</sup> Street  
Second Floor  
Sacramento, CA 95814

**Cost:** \$200 per person

Group discounts are available.

Refunds are only available if cancellation is received by September 14, 2011.

*“This was a fabulous relevant training class – well worth the time!”*

-Attendee at Recent Session

PLEASE SEND ALL QUESTIONS AND REGISTRATIONS TO:

Heather Sawyer, Training and Marketing Coordinator

980 9<sup>th</sup> Street, Suite 2300, Sacramento, California 95814

Telephone: 916.326.5150 ☎ Facsimile: 916.497.0708

Email: [hsawyer@shawvalenza.com](mailto:hsawyer@shawvalenza.com)





REGISTRATION FORM

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Seminar Session: 8:30 a.m. to 4:30 p.m.

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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:

**Heather Sawyer, Training and Marketing Coordinator**  
**SHAW VALENZA LLP**  
980 9th Street, Suite 2300 - Sacramento, California 95814  
Telephone: 916.326.5150 - Facsimile: 916.497.0708  
Email: [hsawyer@shawvalenza.com](mailto:hsawyer@shawvalenza.com) - Website: <http://shawvalenza.com>