

INTERNAL INVESTIGATIONS: ADVANCED TOPICS AND TECHNIQUES

If you already have a basic understanding of how to conduct internal investigations, this seminar is for you. We provide a full day of “hands-on” investigations practice. 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 small groups to:

- Master the development of investigative workplans, including those for complex and extra-sensitive investigations
- Develop witness interview skills and techniques
- Learn how to reach appropriate and “defensible” factual conclusions
- Receive constructive feedback from other attendees and the instructor
- Learn how to draft effective investigative reports

This is a unique opportunity for attendees to practice investigative techniques in a fun, challenging, and supportive environment. Certificates are provided upon completion. Space is limited.



Date: September 11, 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 September 3, 2012.

“I learned so much from this class. I was exposed to so many challenging scenarios. Class was very entertaining and informative.”

-Attendee at recent session



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:

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 - Website: <http://shawvalenza.com>