



Mastering An Effective Investigation Of Alleged Employee Misconduct

How should an organization respond if an employee complains about being harassed by a manager or co-worker? Taking effective action in response to an employee complaint, or allegation of wrongdoing, is surely everyone's goal – but how?

This lively and interactive program provides a detailed explanation of the elements of an effective internal investigation of alleged employee misconduct. Participants will have an opportunity to practice with several hands-on exercises.

Topics will include:

- Planning the investigation
- Identifying the best investigator
- Identifying witnesses
- Conducting complainant and witness interviews
- Documenting the investigation
- Preparing the investigation report
- Addressing wrongdoing
- Avoiding retaliation
- The role of counsel
- Privilege issues
- Confidentiality and privacy issues
- The “post mortem” and action items

Who should attend?

Executives

In-House Counsel

Managers

Human Resources Professionals

REGISTRATION NOW OPEN

LOCATION

Schwartz Hannum PC
11 Chestnut Street
Andover, MA 01810

March 8, 2017

8:30 a.m. to 10:30 a.m.

REGISTRATION DEADLINE

March 1, 2017

TUITION

\$225 per person

To register, please contact Kathie Duffy at (978) 623-0900 or kduffy@shpclaw.com

Schwartz Hannum PC also presents *Mastering An Effective Investigation Of Alleged Employee Misconduct* at client facilities.