



Investigations Workshop: Key Considerations For Investigating Workplace Complaints

Complaints of employee misconduct, including sexual misconduct, impact organizations in many ways, including direct financial costs (such as settlements and litigation), and less direct costs (such as bad publicity, turnover, decreased employee performance, and low morale). In order for employees to “trust the system” enough to come forward with legitimate workplace concerns, employers must develop and implement reliable and effective processes for responding to, investigating, and remedying workplace complaints.

This interactive seminar will guide employers and HR professionals through the process of investigating workplace complaints by constructing, and following, a comprehensive and effective reporting, investigation, and corrective action system.

The seminar will be presented in “workshop” format incorporating an interactive case study, mock interviews, and collaborative group work.

Topics will include:

- Establishing An Effective System For Complaint Reporting And Investigations
- The Role Of The Investigator vs. The Role Of Management
- Interviewing The Complaining Party
- Gathering And Evaluating Critical Information
- Conducting Effective Witness Interviews
- Preparing A Summary Report
- Communicating Investigation Outcomes
- Implementing Appropriate Corrective Action

Who should attend?

- Human Resources Professionals
- Executives
- Managers
- In-House Attorneys
- Others Responsible For Conducting Workplace Investigations

REGISTRATION NOW OPEN

LOCATION

Schwartz Hannum PC
11 Chestnut Street
Andover, MA 01810

DATE AND TIME

April 10, 2018
8:30 a.m. to 11:30 a.m.

REGISTRATION DEADLINE

April 3, 2018

TUITION

\$275

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

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