



One of the most effective risk-management tools available to employers today is a properly conducted workplace investigation.

The Who, What, When,
Where, and Why of

Internal Workplace Investigations

Conducting an internal investigation can be a difficult task. Any investigation has the potential to be costly, disruptive and time-consuming; and can lead to a variety of other unexpected complications if it is not conducted with the utmost care and confidentiality.

Whether it is employee misconduct, a performance problem, harassment, discrimination, theft, a workplace accident, or some other critical workplace issue, the objective of an internal investigation is to discover facts from which to make a sensible and lawful decision to help resolve the problem, and hopefully prevent it from occurring again. Accomplishing this often depends upon the quality of the investigation that has been conducted. Without the facts, decision-making is flawed and can expose the organization to significant legal liability.

This **4-hour program** will provide a framework of legal and best practices knowledge to build the *confidence, skills* and *techniques* needed to conduct an effective investigation that is prompt, thorough and lawful.

Who Should Attend?

HR Professionals, Managers and Supervisors,
Business Owners, and Attorneys

The Who, What, When, Where, and Why of Internal Workplace Investigations

Instruction will be provided in the following areas:

Pre-Investigation and Investigation Issues:

- Gathering the necessary documents for the investigation
- Identifying the necessary parties to include in the investigation and whether counsel should be involved
- Setting an investigation strategy and preparing for the investigation
- Tips for interviewing the complaining party
- Tips for interviewing the alleged wrongdoer
- Tips for selecting and interviewing fact witnesses

Wrapping Up the Investigation and Risk Assessment

- Proper documentation to create during an investigation
- Determining whether to create an investigation report
- Assessing the potential risk with the concern raised
- Communicating with leadership regarding conclusions from the investigation and recommended action
- Communicating the outcome of the investigation to the parties involved
- Acting to prevent retaliation issues

June 29, 2017

10:00 AM - 3:00 PM

Governor Office Building, Room 450

200 Madison Street, Jefferson City

\$159.00

This program is **UNDER REVIEW** to receive **4.0 (General) recertification credit hours** toward PHR, SPHR and GPHR recertification through the HR Certification Institute; and 4.0 MO CLE credit hours.

The use of the HRCI seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.



PRESENTER:

Elizabeth Wentz, Attorney at Law, Spencer Fane, LLP



Elizabeth Wentz assists employers in employment counseling and employment litigation matters. Her primary focus is providing counseling and risk management services to assist clients in reducing their potential risk for employment-related litigation claims in the future.

To reduce such risks, Elizabeth advises employers on issues that include: policy drafting, hiring decisions, employment agreements, discipline and termination decisions, drafting separation agreements, reductions in force, misclassification issues, providing leave under the Family and Medical Leave Act (FMLA), and accommodating employees with disabilities.

Elizabeth also conducts internal investigations for employers and internal audits of employers' human resources practices in order to identify potential areas of improvement. Further, she assists clients in developing and conducting training programs on topics that include harassment and discrimination, FMLA, ADA, best practices for supervisors, updates on employment law, and wage and hour issues.

Elizabeth also represents employers in litigation matters including handling administrative charges and lawsuits regarding various employment claims such as discrimination and harassment claims, wrongful termination, and non-competition disputes. Additionally, she assists employers with traditional labor issues such as unfair labor practices charges and arbitrations.

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