



WORKPLACE TOOLS FOR CONDUCTING EFFECTIVE WORKPLACE INVESTIGATIONS™

Compliance Perspective: Workplace lawsuits not only stem from complete failures to investigate issues but even failing to investigate them properly. Therefore, every organization must be prepared to conduct a prompt and thorough investigation of all employee complaints, accidents, allegations of misconduct and other indications of a violation of law or policy. In today's legal landscape, "informal complaints" must be responded to with formal investigations. When handled properly, the investigation can help your organization to prevent or reduce financial losses, employee morale problems and negative publicity. It can also limit the organization's exposure to regulatory or law-enforcement intervention and costly litigation. It's important that HR Professionals understand the fundamentals of constructing effective investigations and are prepared to deal properly and effectively with the legal and practical situations that are likely to arise in the workplace.

Description and Core Competencies: This highly engaging and interactive compliance course provides HR Professionals with the opportunity to acquire, practice, and master effective investigation skills from the beginning to the end of the process. The topics covered in the training course include understanding why investigations are important, when you must investigate, how to choose an investigator, how to develop and implement an investigation plan, how to conduct interviews of the complainant and the accused, how to prepare for witness interviews, how to take interview notes, how to draft the final investigative report, and taking effective remedial action. HR Professionals will learn when it is best to engage outside investigators and the special disclosure rules that need to be addressed under those circumstances.

Recommended for: HR Professionals, Leadership Teams and Law Departments.

Length and Delivery: Full-day and half-day. Course length may be customized based on the training solution. Leader-led delivery

WHAT IS **clicks&sticks**[®] **training** ?

Only Mindy Chapman & Associates LLC provides the proprietary Workplace Training That Clicks & Sticks[®]. Clicks & Sticks[®] Training takes complex legal concepts and distills them down into practical compliance tools for all levels of the workforce. This unique methodology immediately benefits your organization because the customized training is always relevant to the participants' daily conduct (so it Clicks) and memorable long after the training ends (so it Sticks). Clicks & Sticks[®] Training helps employees to quickly acquire compliance information, develop and practice their new compliance skills and ultimately demonstrate mastery of the laws and your policies as they apply in your workplace. Our training provides the highest return on investment of your training dollars because while every organization needs an effective compliance training program in the classroom; it must be sustainable back in the workplace to be valuable. Clicks & Sticks[®] Training helps organizations avoid liability, minimize risk, retain talent and create a culture of respect that values diversity and inclusion.



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