



SAVE THE DATE – April 17-19, 2017

## Conducting Internal Investigations

Lisa C. Brown, a shareholder at Bullard Law, will be teaching the “Internal Investigations Certificate Program”, a three day course which will be conducted in Portland April 17-19, 2017.

This intensive, three-day program is designed to educate participants on how to conduct and document internal investigations.

Practical tools, tips and techniques to improve your investigative skills – and boost your confidence in handling sensitive and complex employee issues, include:

- How to conduct internal investigations
- How to gather documentary and physical evidence prior to witness interviewing
- How to establish a chain of custody and a confidential retention process
- How to prepare questions for witness interviews and select appropriate interviewing locations
- How to document the interviews and investigation findings
- Best practices in handling disciplinary action and terminations from a risk management standpoint.

This program has been approved for 18 HRCI credit hours.

Agenda and registration can be found by visiting the HR Training Center’s website at:

<http://hrtrainingcenter.com/showSEDetails.asp?TCID=1201713>