

AGENDA: Workplace Investigations

Subject to change

8:30 – 9 a.m.	Welcome/Introductions
9 – 9:10 a.m.	Check-in / Breakfast
9:10 – 11:10 a.m.	Part One: Introduction and Pre-Investigation Considerations <ul style="list-style-type: none">• Interview Exercise• Case Study• Purpose of Investigations• When to Investigate• Who should Investigate• Who to Notify• Attorney Client Privilege• Considering Interim Action• Investigations Involving Third Parties• Investigations Involving Off-Duty Conduct• Union Considerations
11:10 – 11:20 a.m.	BREAK
11:20 a.m. – 12:30 p.m.	Part Two: Planning and Conducting the Investigation, Reaching Conclusions and Drafting the Investigation Report <ul style="list-style-type: none">• Case Study• Selecting the Investigator• Obtaining and Reviewing Documentation and Other Evidence• Planning for Witness Interviews
12:30 – 1:30 p.m.	LUNCH/NETWORKING
1:30 – 2:30 p.m.	Part Two Continued: Planning and Conducting the Investigation, Reaching Conclusions and Drafting the Investigation Report <ul style="list-style-type: none">• Conducting Witness Interviews• Assess Credibility• Reaching Conclusions• Assessing Credibility
2:30 – 2:40 p.m.	BREAK
2:30 – 4:30 p.m.	Part Three: Drafting the Investigation Report, Post-Investigation Considerations and Case Studies <ul style="list-style-type: none">• Drafting the Investigation Report• Deciding on Appropriate Corrective Action• Post-Investigation Considerations• Case Studies
4:30 – 4:45 p.m.	Wrap-up/Evaluations
4:45 – 5 p.m.	Questions/Dismiss