

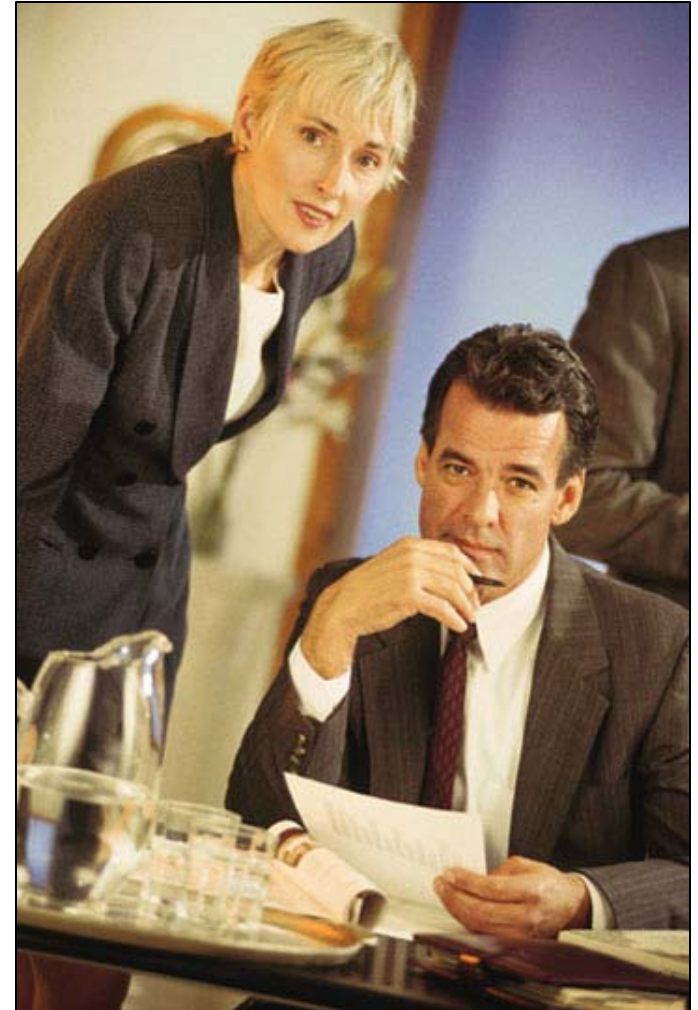


Workplace Investigations: The Seven Critical Steps to Success



What You Will Learn Today

- A review of the standards of proof for the most common allegations raised in workplace complaints.
- The seven steps required to conduct a fair, thorough and lawful investigation.
- Special issues you might encounter in conducting workplace investigations.
- You will have an opportunity to hone your skills through a mock investigation.



The Seven Critical Steps to Conducting Successful Workplace Investigations

1. Deciding When to Investigate
2. Developing a Strategic Plan
3. Reviewing the Documents
4. Conducting the Interviews
5. Analyzing the Evidence and Reaching a Conclusion
6. Preparing a Report
7. Getting Back on Track