



# Conducting Effective Workplace

**Start Date: 3/27/2019 8:00 AM**

**End Date: 3/27/2019 10:15 AM**

GVC SHRM's March program is Conducting Effective Workplace Investigations presented by Benjamin Mudrick & Lindsey Boder from Harter, Secrest & Emery, LLP. DATE: March 27, 2019 TIME: 8:00AM - 10:15AM LOCATION: Harter, Secrest & Emery, LLP (1600 Bausch and Lomb Pl, 13th Floor, Rochester, NY 14604) Parking in the garage will be validated. This program has been pre-approved for 1.5 Professional Development Credits (PDCs) by the Society for Human Resource Management and 1.5 HR (General) credits by the HR Certification Institute. More and more often HR professionals are being asked to conduct workplace investigations. These investigations may include allegations of harassment, discrimination, workplace violence, violation of company policy, etc. In this training session, attorneys Lindsey Bober and Ben Mudrick will provide practical advice for conducting investigations that are thorough, impartial, and effective. Among the topics to be included: how to prepare for an investigation, how to interview witnesses, how to collect evidence, and how to document findings. The training will also include an interactive portion where participants will practice skills learned during the presentation. By the end of this session, participants will:

- Understand when it is appropriate for an investigation to be conducted by an HR professional and when to use an outside investigator.
- Be better prepared to conduct investigations with skills related to determining the scope of the investigation, interviewing witnesses, and collecting evidence.
- Learn how to effectively record findings and prepare investigatory reports.

Speakers: Benjamin Mudrick and Lindsey Bober, attorneys in HSE's Labor and Employment practice group.