

Safety and Respect at Work, LLC presents:

# Conducting Workplace Investigations

## a three-day Certification Training Program

**November 2, 3, and 8, 2016**  
**9:00 a.m. - 3:30 p.m.**

### >> Location

Telamon Insurance  
30 South West Park, Westwood, MA

### >> Registration

Don't delay! This by invitation only session is limited to 20 participants, so act fast to reserve a seat! Cost is \$1,495.00 per person (includes training manual, breakfast, and lunch). For more information or to sign up, contact [Jean@makeworksafe.com](mailto:Jean@makeworksafe.com)

### >> Testimonials

"One of the best training sessions I have ever attended! Jean and Walter are skilled at engaging the class and keeping us on our toes. The unique role playing scenarios are great for beginners and seasoned professionals alike. I was challenged to think outside the box and come out of my comfort zone. I was able to immediately apply the knowledge, skills and techniques I learned from this training class in my professional life. This training session truly made me a better investigator and I would highly recommend it!" *Sameera H. - American Red Cross*

"I walked into Day 1 at entry-level; a beginner who had never conducted an investigation. This 3-day course taught me both basics and advanced best practices that I was able to implement right away which made an immediate, positive impact on my work. The valuable time with Jean and Walter gave me the confidence I needed to successfully and thoroughly handle difficult employee relations matters." *Paige C. - Beacon Hill Staffing*

"I have worked in Human Resources for over 30 years both in private and public sector and this was the best training that I have ever attended. The engagement between the students and teachers was remarkable and a great learning experience." *James M. - Massachusetts State Lottery*

Join seasoned expert investigators [Jean Haertl](#), CEO of Safety and Respect at Work and employment lawyer [Walter M. Foster](#) of Eckert Seamans, for an intensive, three-day interactive training session designed to provide you with a thorough grounding in conducting workplace investigations.

If you are a human resources, risk, or legal professional responsible for conducting internal investigations into allegations of discriminatory harassment, bullying, workplace violence, retaliation, and/or disability discrimination, do not miss this unique training experience. Using interactive exercises and drawing on years of practical experience, our trainers will provide a step-by-step workplace investigation process that can be applied in all types of investigations, packed with practical tools, tips and techniques to improve your investigative skills - and boost your confidence in handling sensitive and complex employee issues.

Through customized, dynamic videos depicting real life cases, role plays and case studies, participants will learn how to:

- >> Triage complaints and allegations quickly and expertly
- >> Get to the truth with any witness
- >> Use non-verbal strategies and mindfulness during interviews
- >> Plan and message investigations with potential witnesses
- >> Organize notes and establish findings and recommendations
- >> Draft a fact finding report

Participants will conduct an investigation and receive individual feedback from instructors, including a review of final reports and conclusions.

### >> Faculty

#### [Jean Haertl](#) - CEO, Safety and Respect at Work



For nearly 25 years, Jean Haertl has served in both the public and private sectors as a leader and innovator in the prevention of domestic violence, bullying, workplace violence, and discriminatory harassment. As the Director of Workplace Violence and Domestic Violence Prevention for the Commonwealth of Massachusetts for more than a decade, Jean developed programs and policies for numerous state agencies and universities.

#### [Walter M. Foster, Esq.](#) - Member, Eckert Seamans



Walter Foster maintains an extensive practice in employment law, litigation, municipal law, and pension law, where he provides counsel to private and public sector employers on the legal and regulatory standards that govern the modern workplace. He previously served as an assistant attorney general in Massachusetts and was Chief of the Labor and Employment Law division at the MBTA and helps develop workplace and HR policies.



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### >> Registration Fee

**\$1,495 per person**

includes training manual, breakfast, and lunch each day

Check made payable to:  
Safety and Respect at Work, LLC

Please mail payment and completed registration form to:  
Safety and Respect at Work, LLC  
P.O. Box 2273  
Framingham, MA 01701

### >> Registration Policies

#### CANCELLATION POLICY

Reimbursement will be issued only for cancellations received at least 5 business days before the training program.

#### CONFIRMATION POLICY

Confirmations are sent via email only after payment is received and will include directions to the training site at Telamon Insurance and meal selection options. Please call 508-494-4317 if you do not receive a confirmation email.

#### ATTENDANCE POLICY

In order to receive certification for the training, participants must be in attendance for the duration of each 8:30 a.m. - 3:30 p.m. session, for all three days.

### >> Questions?

Contact Jean@makeworksafe.com

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### Registration Form

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Work phone: \_\_\_\_\_

Mobile: \_\_\_\_\_