

SAFETY AND RESPECT AT WORK, LLC IN CONCERT WITH ECKERT SEAMANS
PRESENTS:

CONDUCTING WORKPLACE INVESTIGATIONS

A TWO-DAY CERTIFICATION TRAINING PROGRAM

Join seasoned investigators **Jean Haertl**, CEO of Safety and Respect at Work, and employment lawyer **Walter M. Foster** of Eckert Seamans, for an intensive, two-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.

NOTE: All participants must be vaccinated against COVID-19 to attend and provide proof of same.

FACULTY



Jean Haertl - CEO, Safety and Respect at Work

For nearly 27 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 and discrimination law litigation and appeals. 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.

ECKERT S E A M A N S

NOVEMBER 4

9:00 a.m. - 3:30 p.m.

NOVEMBER 8

9:00 a.m. - 2:00 p.m.

Middlesex Savings Bank

120 Flanders Road

Westborough, MA 01581

Conference Center Rooms B & C

REGISTRATION

Don't delay! This by invitation only session is limited to 15 participants, so act fast to reserve a seat! Cost is \$1,375.00 per person (includes training manual, breakfast, and lunch). For more information or to sign up, contact:

Jean@makeworksafe.com

kcromie@eckertseamans.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 all experience levels. I was challenged to think outside the box and come out of my comfort zone, and immediately applied the knowledge, skills and techniques I learned from this training 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 as a beginner who had never conducted an investigation. This 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. It 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