7 Steps to Investigate Alleged Employee Misconduct & Writing Investigative Reports

With NAVEX Global Investigations Training, attendees will learn practical skills for investigating alleged misconduct and ways to balance the rights of the complainant and the accused while protecting the organization’s interests. Plus, attendees will learn how to minimize the administrative burden of writing investigative reports while producing reports that are clear and easy to understand.

Attendees will learn

» How to strategically investigate “he said/she said” allegations when there are no eyewitnesses

» How to interview witnesses using a specific method that helps maximize the amount and quality of information gathered

» How the laws have changed regarding investigations (e.g., is it lawful to use social media in investigations?)

» Techniques and questioning strategies to use in determining whether a witness is lying

» How much detail about witnesses’ statements must be given to the accused

» The rules for searching an employee’s workspace, personal belongings, or electronic communications

» What to do if the accused brings an attorney, co-worker or friend to the investigative interview

» The appropriate standard of proof for imposing discipline

» How to properly document credibility determinations

» How to compile exhibits’ privilege and confidentiality designations

» What documents to retain in the investigative file

» Discipline, follow-up and handling challenges in the investigation
Who Should Attend

These seminars are designed for those who investigate, or oversee the investigation of, reports of alleged harassment, discrimination, theft, fraud and other types of employee misconduct, including:

- Compliance officers
- Employee relations professionals
- Human resource professionals
- Security professionals
- Internal auditors
- Fraud investigators
- EEO officers
- Attorneys
- Ethics officers
- Continuing Education Credits
- Loss prevention professionals

We have been approved for continuing education credits with the HR Certification Institute (HRCI). Multiple state bar associations have previously approved the Investigations and Report Writing Seminars for Continuing Legal Education (CLE) credit. Those states include: IL, NY, PA, TX, VA and WA. The course is currently approved for CLE in California. Upon request, we will provide the information needed to apply for CLE approval.

Course materials

- 7 Steps to Investigate Alleged Employee Misconduct Course Manual
- Comprehensive Report Writing Manual
- Real-Life Example Reports
- Written Report Worksheet
- The “Bring Your Own Device” to Work Movement Whitepaper

About the Presenter

Our expert trainers bring years of practical experience as former U.S. Department of Justice attorneys, employment lawyers and corporate counsel. They have trained thousands of professionals around the world and are recognized as leading authorities on conducting lawful and effective internal investigations.

Andrew Foose, J.D., vice president of Advisory Services, is a former senior trial attorney in the U.S. Department of Justice’s Civil Rights Division. Andy is recognized among the country’s leading experts on conducting lawful and effective internal investigations and has trained thousands of attorneys, compliance officers, auditors and human resource professionals on best-practice investigative techniques and on how to write effective, comprehensive investigative reports. He currently works with organizations ranging from large multi-national companies to smaller non-profits to assess their ethics and compliance programs and to provide guidance on ways to enhance program effectiveness and efficiency.

How to Register

Contact a NAVEX Global sales representative or contact us at info@navexglobal.com.