

Conducting an Effective Internal Investigation



Date:

Wednesday, May 22, 2019

Time:

Registration / Breakfast
8 a.m.

Program:

8:30 a.m.- 4 p.m.

Location:

Quiet Cannon
Conference Center
901 Via San Clemente
Montebello, CA 90640

Contact:

Leticia Salcido
Education Specialist
(213) 538-0737
lsalcido@hasc.org

The Conducting an Effective Internal Investigation seminar is designed for human resources/personnel professionals, select managers, security personnel, loss prevention and risk management and in-house counsel. The program teaches your personnel hands-on, practical skills necessary to conduct an internal investigation into any type of employee misconduct claim. It also takes you step-by-step through the process of conducting an investigation.

Course Objectives

At the end of this course, participants will understand:

- How to respond to an initial allegation of wrongdoing
- Questions you should ask and those you shouldn't
- What commitments to make along way
- How to handle the "target" of the investigation
- How to sort relevant from irrelevant information
- How to interview reluctant witnesses and get meaningful information
- How to assess a witness's credibility and arrive at legally-defensible decisions
- How to use legal counsel, attorney/client privilege to help your investigation

Who Should Attend

Human resources/personnel professionals, select managers, security personnel, loss prevention, and risk management and in-house counsel.

Agenda

Wednesday, May 22, 2019

| | |
|--------------------|---|
| 8 — 8:30 a.m. | Breakfast and registration |
| 8:30 — 9:10 a.m. | Introduction and burden of proof |
| 9:10 — 10:10 a.m. | Deciding if a formal investigation is necessary |
| 10:10 — 10:25 a.m. | Break |
| 10:25 — 10:45 a.m. | Investigating specific kinds of issues |
| 10:45 — 11:10 a.m. | Organizing and planning the investigation |
| 11:10 — 11:30 a.m. | Interim actions |
| 11:30 — noon | Preparing for interviews |
| Noon — 1 p.m. | Lunch |
| 1 — 1:30 p.m. | Interviewing witnesses |
| 1:30 — 2:00 p.m. | Assessing credibility |
| 2 — 2:30 p.m. | Break |
| 2:30 — 2:45 p.m. | Reaching a conclusion |
| 2:45 — 3:10 p.m. | Making a recommendation |
| 3:10 — 3:30 p.m. | Implementing the results of the investigation |
| 3:30 — 3:50 p.m. | Documentation retention |
| 3:50 — 3:55 p.m. | Attorney-client privilege |

Speakers

Glen Kraemer

Partner, Hirschfeld Kraemer



Glen Kraemer, a founding partner and co-manager of Hirschfeld Kraemer, is based in the firm's Santa Monica office. His practice encompasses essential personnel law and compliance concerns, including discrimination, harassment and wrongful termination issues, disability accommodation, protected leaves, wage/hour concerns, and corrective counseling, discipline and termination practices. He has experience with restrictive covenant, trade secret and unfair business practices counseling and litigation.

Kraemer's dedication to client education through compliance training has garnered him a national reputation for delivery of Hirschfeld Kraemer's proprietary seminars. His speaking style is passionate, entertaining and inspirational. He has served as keynote speaker on equal employment opportunity law at 19 PIHRA Annual Legal Update conferences, and in 2011 was named a Top Labor & Employment Lawyer by the Los Angeles and San Francisco Daily Journals. He also has been named a Southern California Super Lawyer in labor and employment for 13 straight years.

Reed Schaper

Partner, Hirschfeld Kraemer



Reed Schaper is a partner in the Hirschfeld Kraemer firm's Los Angeles office, and is the office's senior litigation partner. He has represented employers in state and federal court in a variety of employment-related matters. Schaper has trial experience in wage and hour class actions, wrongful termination, discrimination, harassment and trade secret cases. He also represents employers in all proceedings before the National Labor Relations Board as well as in negotiations, grievances and arbitration.

Schaper presents in-house management training on how to manage within the law, sexual harassment and how to conduct an internal investigation into employee issues. He also handles complex compliance issues such as affirmative action plan obligations for federal contractors and access and reasonable accommodation duties under disability laws. From 2006 to 2019, he was voted a labor and employment Super Lawyer by fellow members of the California State Bar.

Conducting an Effective Internal Investigation Seminar

Wednesday, May 22, 2019

Quiet Cannon Conference Center

901 Via San Clemente, Montebello, CA 90640

Breakfast/Registration: 8 a.m. Program: 8:30 a.m. - 4:00 p.m.

- ⇒ **5% discount** when you register 3-5 attendees from the same organization*
 - ⇒ **10% discount** when you register 6 or more attendees from the same organization*
- *Registrants must complete registration at the same time in order to receive volume discounts*

Registration fees include breakfast, lunch, course materials, and applicable continuing education credits.

Register online: www.cvent.com/d/p6qwpw/4W

\$395 per HASC Hospital Member registrant

First Name: _____ Last Name: _____ Preferred Name: _____

Title: _____

Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Email *(required)*: _____

Continuing Education Sign-Up

ACHE Credit: The Hospital Association of Southern California is authorized to award (6) hours of pre-approved ACHE Qualified Education credit for this program toward advancement, or recertification, in the American College of Healthcare Executives. Participants in this program who wish to have the continuing education hours applied toward ACHE Qualified Education credit must self-report their participation. To self-report, participants must log into their "My ACHE" account and select "My Education Credit" to log hours earned.

BRN Credit: RN Lic. No. _____ Provider approved by the California Board of Registered Nursing, Provider #970, for 6 contact hours.

HRCI Credit: This program has been submitted to the HR Certification Institute for review.

Payment

Check #: _____ Mail and make check payable to: HASC, Attn: Leticia Salcido, 515 S. Figueroa St., Ste. 1300, Los Angeles, CA 90071.

PO #: _____

To pay by credit card visit www.cvent.com/d/p6qwpw/4W, and complete your registration using our online registration platform.

IMPORTANT REMINDERS

- Registration deadline: **May 8, 2019.**
- Valid payment information must be received with your registration.
- Mail and make check payable to: HASC, Attn: Leticia Salcido, 515 S. Figueroa St., Ste. 1300, Los Angeles, CA 90071.
- **Please note program ID #2175-174** on check.
- Fax registration form to (213) 538-0987.

CANCELLATION

- All cancellations received in writing by **May 8, 2019** will be subject to a \$50 processing fee.
- Refunds will not be granted after **May 8, 2019** and non-attending registrants will be invoiced for the entire registration fee.
- Substitutions are accepted at any time for this program but will not be processed until full payment has been received. Fees are non-transferrable for other HASC seminars.

SPECIAL NEEDS or QUESTIONS

For ADA assistance or general registration questions, contact Leticia Salcido at (213) 538-0737 or lsalcido@hasc.org.