

WORKPLACE INVESTIGATIONS TRAINING PROGRAM

Properly trained investigators reduce risk and protect workplace culture. Our tailored training helps in-house counsel, HR, and employee relations leaders master planning, interviewing, documenting, and reporting for internal investigations – ensuring compliance, defensibility, and fairness.

How we can help:

- Investigator Training & Best Practices
- Mock Investigations & Templates
- Compliance & Risk Mitigation

Few things more effectively reduce an employer's legal risk than being able to show that it acted promptly and appropriately when it received a complaint or otherwise learned of potential misconduct. *It is imperative that employers follow clear processes with properly trained professionals in conducting investigations into a broad range of workplace matters.* Proper workplace investigations are also critical to maintaining a safe, productive, and respectful workplace which, in turn, positively impacts recruiting, retention and overall employee morale.

Fisher Phillips' Workplace Investigation Training Program includes approximately four hours of training on **guidelines and best practices for conducting internal workplace investigations**. It is intended for in-house counsel, human resources managers, employee relations leaders, and others responsible for conducting internal workplace investigations at their company. We will work with you to ensure

that the training is **tailored to your company's policies, procedures and practices** with a focus on practical questions and challenges internal investigators face. This includes:

- **Pre-investigation considerations:** determining whether and when to investigate (e.g., off-duty conduct); notifying counsel and/or others with a “need to know” of the investigation; when an investigation should be privileged; whether to take interim action (e.g., place the alleged wrongdoer on leave); and steps to take if the investigation involves a third party or an employee covered by a collective bargaining agreement.
- **Planning and conducting the investigation:** who should investigate; securing and reviewing documents; video and electronic evidence; whom to interview and in what order; requiring confidentiality; what to do when a witness is uncooperative or not truthful; confirming no retaliation; and conducting witness interviews.
- **Making factual determinations and drafting an investigation report:** making credibility determinations (and what to do if there are conflicting accounts); what to include in an investigation report; communicating findings; deciding on appropriate corrective action; and documenting the investigation.
- **Post-investigation considerations:** communicating to the complainant and alleged wrongdoer; taking appropriate corrective action; preventing retaliation; tracking the investigation and storing the investigation file.

As part of the training program, we will work with you to develop company specific templates, checklists and other guidance documents – and then use them as we walk through a mock internal investigation (concluding with a sample investigation report). **If you are interested in learning more, please reach out to any member of [Fisher Phillips' Workplace Investigations Practice](#) Group.**

SERVICE FOCUS

Workplace Investigations

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