

# **Workplace Investigations Three-Part Webinar Series**

WEBINAR

Event

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May 23 – June 20, 2019 10:00 – 11:00 a.m. PT

Every employer will need to conduct a workplace investigation at some point, and an effective investigation can make the difference between a litigation-free resolution and a painstakingly long, costly, lawsuit. Please join Fisher Phillips attorneys Holly Walker, David Dornak and Allison Kheel for a complimentary three-part webinar series designed to give you a comprehensive overview of workplace investigations and what your company needs to know to be prepared.

Over the next month and a half, we will cover an overview of workplace investigations, highlighting best practices and common mistakes, witness interviewing, and record-keeping and documentation. Additional details for each webinar are below.

If you have any questions, please contact Kelsey Crews at kcrews@fisherphillips.com.

\*Each hour-long webinar is pending for 1.0 HRCI/SHRM Preferred credits.

**Topic: Workplace Investigations Overview – Best Practices and Common Mistakes** Thursday, May 23, 2019 | 10:00 – 11:00 a.m. PT **Speaker**: Holly Walker, Fisher Phillips

Internal investigations are on the rise – following best practices will not only save time and money, but can also improve the workplace and ensure employees feel comfortable and safe at work. During this webinar, Holly will provide you with an overview of common mistakes companies make in conducting workplace investigations, and provide solutions to those challenges and tips to avoid litigation.

#### **Recording**

Topic: Workplace Investigations: Witness Interviewing – Preparation and Techniques

Thursday, June 6, 2019 | 10:00 – 11:00 a.m. PT **Speaker**: David Dornak, Fisher Phillips

The second webinar in the series will focus specifically on witness interviewing preparation and techniques. David will discuss the key questions for you to ask during a workplace investigation and address tips for conducting a successful interview.

### **Recording**

Topic: Workplace Investigations: Record-Keeping and Documentation

Thursday, June 20, 2019 | 10:00 – 11:00 a.m. PT **Speaker**: Allison Kheel, Fisher Phillips

The final webinar in the series will provide a detailed look at record-keeping and documentation during a workplace investigation, which is key to ensuring a smooth investigation process from start to finish. Allison will address the documents you should have for your investigation, what notes you should take during witness interviewing, and how to prepare an investigation report.

## **Recording**

# **Related People**



**David B. Dornak** Partner 702.862.3812 Email





**Allison Kheel** Associate 702.862.3817 Email