

# They Did What!?!: Conducting Effective Workplace Investigations

February 5, 2020 • 12:00 PM (CT) • up to 1.5 CCB CEUs



**Brett Holubeck,**  
Attorney, Alaniz Law  
and Associates

- Preparing for an investigation
  - Supervisor training
  - Bystander training
  - Creating a record
  - Complaint process
- Conducting an investigation
  - When to investigate
  - Take action if needed
  - Interviewing the complainant
  - Interviewing the offending employee
  - Gathering evidence
- Wrapping up the investigation and following up
  - Assessing witnesses
  - Take appropriate action
- A look at special cases

# SCCE WEB CONFERENCE

## They Did What!?: Conducting Effective Workplace Investigations

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Mr  Mrs  Ms  Dr

Member/Account ID (if known)

First Name MI Last Name

Credentials (CHC, CCEP, etc.)

Job Title

Organization (Name of Employer)

Street Address

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Zip/Postal Code Country

Work Phone

Email (required)

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