



# CERTIFICATE IN WORKPLACE INVESTIGATIONS

This program is designed to prepare you to conduct effective, timely, and defensible investigations into all types of alleged misconduct, including, but not limited to, discrimination, harassment, fiscal misconduct, theft, and performance and behavioral problems.

The program is interactive in nature, with opportunities for practice and time for individual questions.

Materials include sample forms and worksheets that you can use to develop or revise your investigatory policies and practices.

## LEARNING OBJECTIVES

By participating in this program, you will be able to **confidently implement the 4 steps of successful investigations**:

- 1. Planning the investigation**
  - Creating the file and timeline
  - Identifying evidence to collect
  - Preparing for investigatory interviews
- 2. Conducting the investigation**
  - Collecting Evidence
  - Interviewing employees
    - In-person or virtually
    - Weingarten Rights of unionized employees
    - Setting the tone and establishing rapport
    - Enhancing participation and dealing with resistance
  - Notetaking
- 3. Evaluating the evidence**
  - Credibility
  - Inconsistencies
  - Confirming and disconfirming evidence
  - The seven steps of just cause
  - Determining the charge
- 4. Documenting the process**

## PROGRAM DETAILS

This is a highly interactive program meeting over 2 half-days via Zoom.

## UPCOMING DATES

- Feb 13 & 15, 2024
- July 16 & 18, 2024
- November 12 & 14, 2024

## REGISTRATION FEE

\$1,200

## READY TO BEGIN?

To register or learn more about this program, scan the QR code or visit us online at <https://hrlr.msu.edu/cwi>



## Questions?

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