



March 23, 2011

Dear Russ Blakely & Associates Clients & Prospects,

Spring is here – finally! I hope your 2011 is off to a good start.

As mentioned earlier this month, our next RBA workshop will be held on April 14th, at The Chattanooga. HRCI has awarded six hours of general recertification credit for this program entitled Workplace Investigations: Balancing Fact Finding & Employee Privacy.

I would like to emphasize that the information in this workshop is new and entirely up-to-date. The material is applicable for HR professionals, as well any employee in your organization that may be involved in investigations. I have attached the course description and the agenda.

By the time we meet, I will have attended a week-long certification course on *Corporate Compliance and Professional Ethics*. I will share information with you that may be of value to your organization.

Breakfast and afternoon snacks will be served at our workshop on April 14th. As in the past, there is no charge for RBA clients and prospects. CRMA and SHRM Chattanooga members will be charged \$50 and all others \$75. Self-parking is \$5 and valet parking is \$6.

Space is limited. Please contact Sheri Waterhouse by phone or via email by Wednesday April 6th, if you plan on attending. She may be reached via email at Sheri@RussBlakelyAssoc.net or (423) 266-8306.

Please give me a call if you have any questions.

Sincerely,

Jack Matens

Jack Matens
JM/scw

Workplace Investigations: Balancing Fact Finding & Employee Privacy

Overview

You receive some information from one of your employees that warrants a workplace investigation. How will you proceed? Can you find the facts while not violating employees' rights to privacy? This workshop is designed to provide human resources professionals, supervisors, and managers with a concise roadmap to conducting a workplace investigation. Applying the information as prescribed, the investigator will be able to uncover the "facts" while not breaching employee privacy issues.

Benefits

Workshop participants will be given step-by-step information on the most effective way to proceed with a workplace investigation while not infringing on employees right to privacy.

The workshop topics include:

1. Factors that justify a workplace investigation
2. Hallmarks of effective investigations
3. Pitfalls of poor investigations'
4. Who should conduct the investigation?
5. Effective documentation and questions
6. Types of investigations
7. Legal issues
8. Completing the investigation
9. Coming to a conclusion
10. Actions after the conclusion

Training Goal

At the conclusion of this workshop participants will have learned ways to conduct a variety of successful workplace investigations.

The workshop facilitator is Jack Matens, Director of HR Services for Russ Blakely & Associates.

The Workshop Includes the Following:

- Team activities
- Discussion groups
- Hand Outs
- Certificate of Attendance
- Question and Answer Session



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Workplace Investigations: *Balancing Fact Finding & Employee Privacy*

Agenda

- I. 8:00 – 8:30
 - Registration & introduction
- II. 8:30 – 10:00
 - Workshop goals
 - Factors that justify a workplace investigation
 - Hallmarks of effective & pitfalls of poor investigations
- III. 10:00– 10:15
 - Morning break
- IV. 10:15 – 11:45
 - Who should conduct the investigation?
 - Effective documentation and questions
- V. 11:45 – 1 p.m.
 - Lunch
- VI. 1 – 2:30
 - Types of investigations
 - Legal Issues
- VII. 2:30 – 2:45
 - Afternoon break
- VII. 2:45 – 4:15
 - Completing the investigation & coming to a conclusion
 - Actions after the conclusion
 - Team problem solving activities
- VIII. 4:15 – 4:30
 - Q & A
 - Evaluations & wrap-up