

# Workplace Investigation

Certification Training

## Learn from the Experts!

This 4-hour onsite interactive training provides participants with the tools and knowledge to be able to handle the challenging issues that arise during an investigation. Learn the investigation process by observing mock interviews and with the assistance of seasoned investigators, engage in issue spotting and make real-time findings.

Conducting internal investigations can **save a company thousands of dollars** compared with outsourcing to an attorney or private investigator.

## During this 4-hour onsite course, CEA's Subject Matter Experts will cover:

- Fundamental investigation requirements
- How to interview witnesses
- How to prepare the written report
- Analyzing evidence and making credibility determinations
- Prompt corrective action and best practices

## Attendees Will Receive:

- Collaborative group discussion in a “no-judgement” setting
- Investigation report template
- Investigation tool kit
- Certificate at course completion

## Who Should Attend:

Professionals who have never conducted an investigation, or who may have conducted a few investigations, but want to ensure they are engaging in best practices.

## Location:

### Course is available onsite at CEA:

California Employers Association  
2335 American River Drive, Suite 408  
Sacramento, CA 95825

*Private trainings are also available at the location of your choice.*

## Registration Fee:

Members: \$499 per person | Non-Members: \$699 per person

*Interested in group pricing? Call 800-399-5331.*

## Requirements Regarding Investigation

In-house employees conducting investigations (e.g., HR professional, manager, etc.) must be qualified, experienced, and professionally trained in investigatory processes in order to meet California Fair Employment and Housing Act (FEHA) requirements to investigate complaints of harassment, discrimination and retaliation, and prevent and promptly correct any problematic behavior.

Not only is this a legal requirement, but investigations can go a long way in mitigating risks and protecting from liability.



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