

Safety and Respect at Work, LLC presents:



# Conducting Workplace Investigations: a Three-Day Certification Training Program

Join seasoned expert investigators [Jean Haertl](#), CEO of Safety and Respect at Work, LLC and employment lawyer [Walter M. Foster, Esq.](#) of Eckert Seamans, for an intensive, three-day interactive training session designed to provide you with a thorough grounding in conducting workplace investigations.

If you are a human resources, risk or legal professional charged with conducting internal investigations into allegations of discriminatory harassment, bullying, workplace violence, retaliation and/or disability discrimination, do not miss this unique training experience. Using interactive exercises and drawing on years of practical experience, our trainers will outline a step-by-step workplace investigation process that can be applied in all types of investigations, packed with practical tools, tips and techniques to improve your investigative skills - and boost your confidence in handling sensitive and complex employee issues.

## October 20, 21 and 27, 2015

8:30 a.m. - 3:30 p.m.

Assumption College

500 Salisbury Street | Worcester, Massachusetts

Through customized, dynamic videos depicting real life cases, role plays and case studies, participants will learn how to:

- Triage complaints and allegations quickly and expertly
- Get to the truth with any witness
- Use non-verbal strategies and mindfulness during interviews
- Plan and message investigations with potential witnesses
- Organize notes and establish findings and recommendations
- Draft a fact finding report

Participants will conduct an investigation and receive individual feedback from instructors, including a review of final reports and conclusions.

## Registration

Don't delay! This by invitation only session is limited to 20 participants - so act fast to reserve a seat!

Cost: \$1,495.00 per person includes training manual, and breakfast and lunch are provided as well.

For more information or to sign up, contact [Jean@makeworksafe.com](mailto:Jean@makeworksafe.com)



**Jean Haertl, CEO**  
**Safety and Respect at Work**

For nearly 25 years, Jean Haertl has served in both the public and private sectors as a leader and innovator in the prevention of domestic violence, bullying, workplace violence and discriminatory harassment. As the Director of Workplace Violence and Domestic Violence Prevention for the Commonwealth of Massachusetts for more than a decade, Jean developed programs and policies for numerous state agencies and universities.



**Walter M. Foster, Esq.**  
**Eckert Seamans**

Walter Foster maintains an extensive practice in employment law, litigation, municipal law, and pension law, where he provides counsel to private and public sector employers on the legal and regulatory standards that govern the modern workplace. He previously served as an assistant attorney general in Massachusetts and was Chief of the Labor and Employment Law division at the MBTA and helps develop workplace and HR policies.