



CONDUCTING EFFECTIVE WORKPLACE INVESTIGATIONS... BEYOND THE BASICS

Join the attorneys from **Weintraub Tobin's Workplace Investigations Unit** (Vida Thomas and Lizbeth West) for this one-day, in-depth training on conducting effective workplace investigations. Whether you are new to investigations or want to expand your investigatory skills, this training is for you. Topics include:

- The legal duty to investigate
- Recognizing and controlling your own biases
- Conducting effective witness interviews
 - › How to assess the witness
 - › How to capture the most useful information
- Writing an investigation report the right way

Approved for 5 hours MCLE credit. This program will be submitted to the HR Certification Institute for review.

Date: Thursday, March 3rd, 2016
Time: 8:30 a.m. – 9:00 a.m. Registration & Breakfast
9:00 a.m. – 12:00 p.m. Program
12:00 p.m. – 1:00 p.m. [lunch on your own]
1:00 p.m. – 3:00 p.m. Program

Location: Weintraub Tobin
400 Capitol Mall, 11th Floor
Sacramento, CA 95814

Cost: \$500 per person*

*Early bird registration is \$450 if payment is received by February 24, 2016.

Please register no later than Tuesday, March 1st 2016. To register for this program, please **RSVP** to:

Ramona Carrillo
400 Capitol Mall, 11th Fl.
Sacramento, CA 95814
916.558.6046
rcarrillo@weintraub.com

weintraub | tobin

Sacramento | Beverly Hills | Newport Beach | San Diego | San Francisco

weintraub.com