

NEW: Using Social Media in Investigations!

7 Steps to Investigate Alleged Employee Misconduct & Writing Comprehensive Investigative Reports

2010 Seminar Series

Join us for our highly interactive, step-by-step seminars and learn practical skills for how to investigate and document allegations of compliance violations, fraud, harassment, discrimination, theft, and other employee misconduct.

Investigation Seminar

You are assigned to conduct an internal investigation. The facts are unclear, and you are not sure who is telling the truth. Yet, you must reach a conclusion. In this hands-on seminar, you will learn practical skills for investigating alleged misconduct and ways to balance the rights of the complainant and the accused while protecting the interests of your organization.

You will learn:

- How to strategically investigate “he said/she said” allegations where there are no eyewitnesses
- How to interview witnesses using a specific method that enables you to gather all relevant information
- Techniques and questioning strategies you can use to determine whether a witness is lying
- How much detail about witnesses’ statements you must give the accused
- The rules for searching an employee’s workspace, computer, or personal belongings
- How the laws have changed regarding investigations (e.g. – is it lawful to use social media in your investigation?)
- What to do if the accused brings an attorney, co-worker, or friend to the investigative interview
- How to document your findings
- How much detail about the results of the investigation you should give the complainant and the accused
- The appropriate standard of proof for imposing discipline

Report Writing Seminar

Writing the investigative report is the most tedious part of the investigation. In this highly interactive session, you will learn how to minimize the administrative burden of writing investigative reports and produce reports that are easy to write and easy to understand.

You will learn:

- How to sift through the relevant evidence
- What to include and not include in the report
- Essential sections of the report
- Principles of clear and concise report writing
- How to properly document credibility determinations
- How to compile exhibits
- What to include and not include in the investigative file
- Privilege and confidentiality designations
- Who should see the report
- How to retain the investigative file

Register online, view a detailed course outline, or watch a video clip of the seminar at www.globalcompliance.com/seminar.

Who Should Attend?

These seminars are designed for those who investigate, or oversee the investigation of, reports of alleged harassment, discrimination, theft, fraud, and other types of employee misconduct, including:

- Human resource professionals
- Compliance officers
- Ethics officers
- Employee relations professionals
- Fraud investigators
- Internal auditors
- EEO officers
- Loss prevention professionals
- Security professionals
- Attorneys

Unable to Attend in Person? Participate by Webinar

Investigation Webinar (2-day):

April 20 and 21 (2:00 pm – 5:15 pm ET each day)

June 29 and 30 (2:00 pm – 5:15 pm ET each day)

Report Writing Webinar

April 22 or July 1 (2:00 pm – 5:00 pm ET)

Manual(s) and webinar login instructions are provided following registration.

Only one person may attend per webinar registration fee.

Want Us to Come to You? Private, On-site Training

Global Compliance can also conduct a private session of 7 Steps to Investigate Alleged Employee Misconduct and/or Writing Comprehensive Investigative Reports at your business location of choice. We have provided private, on-site training for many organizations including:

- The Boeing Company
- Eddie Bauer
- Marathon Oil Corporation
- World Bank
- United Nations
- Lockheed Martin
- U.S. Department of Homeland Security

We also offer instructor-led training via private sessions for our other ethics, compliance, and employment law courses.

Call (800) 876-5998 for more information.

Spring 2010 Seminar Dates and Location

Charlotte

April 28: Investigation

April 29: Report Writing

SpringHill Suites Ballantyne

12325 Johnston Rd | Charlotte, NC 28277

Seattle

April 28: Investigation

April 29: Report Writing

Red Lion Hotel on Fifth Avenue

1415 Fifth Ave | Seattle, WA 98101

Washington, DC

May 5: Investigation

May 6: Report Writing

Hilton Garden Inn DC

815 14th St NW | Washington, DC 20005

Los Angeles

May 12: Investigation

May 13: Report Writing

Sheraton Los Angeles Downtown

711 South Hope St | Los Angeles, CA 90017

Chicago

May 19: Investigation

May 20: Report Writing

Hyatt Regency Chicago

151 E Wacker Dr | Chicago, IL 60601

Dallas

May 19: Investigation

May 20: Report Writing

Hyatt Regency DFW

International Pkwy | Dallas, TX 75228

New York

June 9: Investigation

June 10: Report Writing

Holiday Inn Midtown

57th St | New York, NY 10019

Houston

June 16: Investigation

June 17: Report Writing

JW Marriott Hotel Houston

5150 Westheimer | Houston, TX 77056

New Jersey

June 23: Investigation

June 24: Report Writing

Hyatt Morristown at Headquarters Plaza

3 Speedwell Ave | Morristown, NJ 07960

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Registration Details

Online

www.regonline.com/globalcompliance

Mail

Global Compliance
Attn: Seminar Department
13950 Ballantyne Corporate Place
Suite 300
Charlotte, NC 28277

Phone

866.621.4969

Fax

866.925.2713

Investigation

Seminar Schedule

8:00 am to 8:30 am

Registration/Continental Breakfast

8:30 am to 12:00 pm

Morning Session

12:00 pm to 1:00 pm

Lunch

1:00 pm to 4:00 pm

Afternoon Session

Report Writing

Seminar Schedule

8:00 am to 8:30 am

Registration/Continental Breakfast
Session

8:30 am to 12:30 pm

Questions?

E-mail seminar questions to
seminars@globalcompliance.com

Continuing Education Credit

The HR Certification Institute (HRCI) has approved our Investigation Seminar for 7 recertification credit hours and the Report Writing Seminar for 4 credit hours. They have approved the Investigation Webinar for 3.25 credit hours and the Report Writing Webinar for 3 credit hours.

Multiple state bar associations have approved our Investigation Seminar for Continuing Legal Education (CLE) credit. Those states include CA, IL, NY, PA, TX, VA, and WA. (Attorneys seeking CLE credit in New York and facing financial hardship may apply for a reduction in the seminar fee, consistent with NY State Bar rules.) Upon request, we will provide you with information needed to apply for CLE approval. All CLE credit applications filed for this seminar have been approved. Applications for CLE credit for the Report Writing Seminar will also be filed in these same states.

The Society of Corporate Compliance and Ethics (SCCE) has approved the Investigation Seminar for 7.8 continuing education units toward Certified Compliance and Ethics Professional (CCEP) credit and the Report Writing Seminar for 7.8 continuing education units.

**Please note that CLE credit applications have also been submitted for the NC and NJ in-person seminar and webinar sessions. Once credit hours are received, our website will be updated accordingly.*



Cancellations or Substitutions

If cancellation occurs 7 days or more in advance of the registered session date, the registration fee less \$75 administrative fee will be refunded. Should cancellation be requested less than 7 days in advance of the registered session date, the registration fee may be applied to another session in another city,* or to a webinar, or the investigation manual may be received in full consideration of registration fee. Refund cannot be granted for cancellations occurring less than 7 days in advance of the registered date. Substitution of attendee can be made at any time during the Spring 2010 seminar series.

**Substitute seminar must be completed within the Spring 2010 seminar series.*

About the Presenters

Our expert trainers bring years of practical experience as former U.S. Department of Justice attorneys, employment lawyers and corporate counsel. They have trained thousands of professionals around the world and are recognized as leading authorities on conducting lawful and effective internal investigations.



Michael Johnson is a former attorney in the U.S. Department of Justice, Employment Litigation Section, where he was hired under the Attorney General's Honor Program.

Along with Andrew Foose, he brought one of the Justice Department's first "pattern of practice" sexual harassment cases. Michael co-founded Brightline Compliance, a leading provider of online and instructor-led training on ethics, compliance, and employment law topics, which was acquired by Global Compliance in 2007. He is a graduate of Duke University and Harvard Law School.



Andrew Foose is a former attorney in the U.S. Department of Justice, Employment Litigation Section, where he was hired under the Attorney General's Honor Program.

Along with Michael Johnson, he brought one of the Justice Department's first "pattern of practice" sexual harassment cases. Andrew co-founded Brightline Compliance, a leading provider of online and instructor-led training on ethics, compliance, and employment law topics, which was acquired by Global Compliance in 2007. He is a graduate of Harvard University and Columbia Law School.



Katrina Campbell has extensive experience conducting internal investigations and litigating employee misconduct cases as a former employment law

attorney and as former in-house counsel for major corporations. Katrina is a graduate of Hampton University and Harvard Law School.







Carol Merchasin is an employment lawyer who has represented employers in federal and state courts and administrative agencies.

As a partner at a number of national law firms, Carol has led initiatives that trained over 250,000 participants on issues of harassment and discrimination, including consulting with companies under EEOC and federal court consent decrees. She is a published author on the legal issues related to harassment training.

About Global Compliance

Founded in 1981, Global Compliance is the leading global provider of integrated corporate governance, risk management, ethics and compliance solutions. We currently serve greater than 4,000 clients including over half of the Fortune 100, one-third of the Fortune 1000, and one-quarter of the Global 500. As a single partner, we provide the integrated services you need to implement and manage an effective ethics and compliance program:

-  Hotline Solutions
-  Training & Education
-  Expert Advice
-  Performance & Benchmarking

Global Compliance's award-winning Training Division (formerly Brightline Compliance) has provided online ethics, compliance, and employment law training to more than a million users across more than 600 organizations. Our course library includes topics such as Business Ethics, Preventing Workplace Harassment, Preventing Workplace Violence, Avoiding Fraud and Abuse, Lawful and Effective Discipline, and an array of other topics.

Critical Acclaim

Past attendee evaluations have averaged 4.8 on a 5.0 scale. Here's how attendees from our previous seminar series described the seminars and presenters:

"This session was very informative. Katrina Campbell's legal background was a big plus because she was able to answer very specific questions."

– Ramonda Wand
Manager, Human Resources
CBS Television

"Very effective. Andrew Foose was professional, knowledgeable, and kept the presentation interesting. He involved participants, answered questions, and gave real-life experiences."

– André Hayes
Employee Relations Manager
RR Donnelley

"Michael Johnson was truly fantastic. I was never bored. Wonderful presentation. Great personality. Nice sense of humor."

– D'Aiizza Mercedes
Diversity & Compliance Specialist
Washington Metropolitan Area Transit Authority

"Though I've been an investigator for many years, there were many relevant areas that will enhance my skills."

– Sharon Mulder
HR Director & Divisional Ethics Officer
L3 Communications, Ocean Systems

To learn more about our training capabilities: Call (800) 876-5998 or e-mail contactus@globalcompliance.com for an online course demo.

Visit our website at www.globalcompliance.com.

Cost

EARLY BIRD SPECIAL

SAVE \$50 when full payment is received 14 days or more before the session!

Investigation Seminar & Webinar

\$399 (per person)
Seminar includes continental breakfast, session, lunch and manual

Report Writing Seminar & Webinar

\$299 (per person)
Seminar includes continental breakfast, session, refreshments and manual

Registration Fee

\$449 (per person)
Seminar includes continental breakfast, session, lunch and manual

\$349 (per person)
Seminar includes continental breakfast, session, refreshments and manual

Group Discount

5 or more registrants; Group must be enrolled on the same registration order. May combine sessions for group discount.

\$379 (per person)

\$299 (per person)

Investigation Manual

Order the investigation seminar manual without attending the seminar. Includes a \$10.00 shipping/handling fee.

\$149 (per manual)

N/A

Registration Form

Mr. Ms.

Name

Company

Employees

Title

Address

City

State

Zip Code

Phone

Fax

E-mail

Seminar City

Date(s)

2-part Investigation Webinar

Date(s)

Report Writing Webinar

Date(s)

(See opposite side for session cities and dates.)

Promotional Code: *(Found below the mailing address)*

Payment Options

Check made payable and mailed to:

Global Compliance Attn: Seminar Department

13950 Ballantyne Corporate Place Suite 300 Charlotte, NC 28277

Visa MasterCard American Express

Security Code

Name on Card

Card Number

Exp. Date

Billing Address (If different from above)

City

State

Zip Code

Global Compliance's federal taxpayer ID number is 03-0513136.