



Sherlock Holmes or Inspector Clouseau: How to Conduct Effective Internal Investigations

Event Details

Cost: \$195 members, \$255 non members, \$185 additional colleagues

Registration: 8:00 a.m.
Program: 8:30 a.m. – 12:30 p.m.

Choose from Two Locations

Southern California

September 19, 2012

Moseley-Salvatori Conference
Center—Good Samaritan Hospital,
Sycamore Room
637 S. Lucas Street
Los Angeles, CA 90017

Northern California

September 25, 2012

California Endowment,
Oakland Conference Center
Lake Merritt Room
1111 Broadway, 7th Floor
Oakland, CA 94607

Presented by

*Hospital Association of Southern
California and Hospital Council of
Northern and Central California*

In this nationally recognized investigations program, attendees will learn the hands-on, practical skills necessary to conduct an internal investigation into claims of employee misconduct. This half-day seminar will take you step-by-step through the investigation process, incorporating all the necessary elements of fact-finding best practices. Key topics include:

- Ensuring you use the critical claims intake process to identify the issues being alleged, work with a reluctant claimant, gather the material facts presented by the claimant, avoid the pitfalls of a secrecy pact, and create appropriate confirming documentation
- Determining whether the Respondent (or, in rare circumstances, Claimant) should be placed on administrative leave
- Understanding the "art" behind the ordering of interviewees to appropriately limit the scope of the investigation process while minimizing the potential for retaliation
- Reviewing and practicing effective questioning techniques through participation in a sexual harassment case study
- Understanding the proper use of credibility assessment tools, including assessment of corroborating and circumstantial evidence
- Applying the appropriate burden of proof
- Drafting a comprehensive investigation report

This engaging and interactive program will include a seven-part sexual harassment case study, taking you through each of the key aspects of a professionally-conducted internal investigation.

Each attendee will receive a 120+ page Investigations Workbook detailing the critical facets of the investigations process.

Who Should Attend

Human resources, security, risk management and loss prevention personnel

Contact:

Southern California
Karen Ochoa, (213) 538-0765
kochoa@hasc.org

Northern California
Alexandra Carvalho, (925) 746-1552
acarvalho@hospitalcouncil.net

About the Speaker



Glen Kraemer

Glen Kraemer, one of the founding partners of Curiale Hirschfeld Kraemer LLP, manages the Los Angeles office's employment law practice. He focuses exclusively on the representation of employers concerning discrimination and harassment claims, and personnel law compliance issues involving disability accommodations, wage/hour concerns, protected leaves, corrective counseling, discipline and termination practices. Glen also has significant experience in trade secrets, restrictive covenant and unfair competition litigation. In addition to representing a broad spectrum of employers in retail, manufacturing, entertainment and service/hospitality industries, for more than 20 years he has assisted colleges and universities in managing student affairs issues ranging from the creation of investigation protocols and hearing and grievance procedures to the defense of student-initiated litigation. In addition to these broad areas, Glen has devoted significant time to three particular interests: (1) the creation and delivery of internal "best practices" management training programs, including sexual harassment prevention seminars in compliance with state law requirements; (2) workplace violence prevention and threat management; and (3) neutral investigations for both public and private sector employers of internal discrimination, harassment and wrongful discipline complaints.

Important Reminders

	Southern California	Northern California
Register Online	https://www.signup4.net/Public/ap.aspx?EID=SHER17E	https://www.thinkreg.com/coral/register.do?formId=NF1BLCB64Q4Y
Fax Registration	(213) 482-8537	(925) 746-2401
Mail Registration	<p>Make check payable to:</p> <p>HASC, Attn: Karen Ochoa 515 South Figueroa Street, Suite 1300 Los Angeles, CA 90071</p> <p>Please note program #2175-143 on check.</p>	<p>Make check payable to:</p> <p>HCNCC, Attn: Alexandra Carvalho 877 Ygnacio Valley Road, Suite 210 Walnut Creek, CA 94596</p>
Register by	<ul style="list-style-type: none"> • Payment must be received no later than two weeks prior to the program. • Valid payment information must be received with your registration. 	
Cancel by	<ul style="list-style-type: none"> • All cancellations must be requested in writing and confirmed by HASC/HCNCC no later than September 5, 2012 and will be subject to a \$50 processing fee. • Cancellations after September 5, 2012, and non-attending registrants will be invoiced for the entire registration fee. • Substitutions are accepted at any time for this program but will not be processed until full payment has been received. Fees are non-transferrable for other HASC/HCNCC seminars. 	
Tuition	<ul style="list-style-type: none"> • \$195 hospital members, \$255 non members, \$185 additional colleagues. • This program is open to members of the Hospital Council of Northern and Central California and Hospital Association of Southern California. Non-members are subject to approval. 	
Special Needs or Questions	<ul style="list-style-type: none"> • For ADA assistance or general registration questions, contact Karen Ochoa at (213) 538-0765 or kochoa@hasc.org in Southern California or Alexandra Carvalho, (925) 746-1552, acarvalho@hospitalcouncil.net in Northern California. 	

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Please indicate preferred date and location:

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- Northern California:** Sept. 25, The California Endowment, Oakland Conference Center, Lake Merritt Room, 1111 Broadway, 7th Floor, Oakland, CA 94607 [Register Online](#)

Registration fees include continental breakfast and handouts.

- \$195 Association Member (each additional colleague is \$185)**
- \$255 Non Members**

First Name: _____ Last Name: _____ Preferred Name: _____

Title: _____

Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email (required): _____

Additional Colleagues (\$185 per person)

	Name	Title	License Type / Number
1			
2			
3			
4			

Continuing Education Sign-up:

- ACHE Category, Type II Credit (4 hours)**
- BRN Credit: RN Lic. No. _____ (Provider approved by the California Board of Registered Nursing. HASC CEP #970 for 4 contact hours; HCNCC CEP#14560 for 4 contact hours)**

Payment Method: MasterCard _____ Visa _____ AMEX _____ Discover _____ or Check # _____

Card #: _____ Exp. Date: _____ Amount: _____

Cardholder Name (please print): _____

Cardholder Address: _____ City: _____ State: _____ Zip: _____

Cardholder Phone: (____) _____ Authorized Signature: _____

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