

## Manage Risk. Maximize Resolution. Learn the Methods, Models and Protocols That Work!

Using a case study, live interviews, practical guidance and real-world analysis, Fran Sepler teaches you how to conduct **effective investigations**, that produce **accurate and credible information**, so that stakeholders can make **informed decisions**.

### Fran Sepler

Minneapolis, MN



Fran Sepler, President of Sepler & Associates, is a renowned investigator, trainer and consultant whose work includes consulting with the EEOC to create a new harassment training program. The author of *Finding the Facts – What Every Workplace Investigator Needs to Know*, she is a master communicator who teaches lawyers, human resource professionals, business leaders and employee relations professionals how to conduct timely, thorough, fair, credible, and neutral investigations.

### SPECIAL BONUS FOR ALL ATTENDEES

A Newly Updated  
Summary Guide™ to Investigations



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**FRAN SEPLER Returns  
Live and In Person**

## Conducting Effective Employment Investigations

**Tuesday, January 21, 2025 –  
Attend In Person**

Minnesota CLE Conference Center



MINNESOTA CONTINUING LEGAL EDUCATION  
Your Success Is Our Goal

# Conducting Effective Employment Investigations

**Includes Live Demonstrations!**

Renowned investigator **Fran Sepler** teaches you the “how to’s” for:



- Applying Proper Intake Procedures
- Collecting, Documenting and Securing Evidence
- Assessing and Documenting Credibility
- And Much More!

### Special Bonus!

Summary Guide™ to Investigations



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**Minnesota CLE Conference Center**

600 Nicollet Mall, Suite 370 | Third Floor City Center | Minneapolis

**CAN'T ATTEND IN PERSON?** View an Online Replay on  
Wednesday, February 5, 2025, or Thursday, February 20, 2025

# SCHEDULE

8:30 – 9:00 a.m. CHECK-IN & CONTINENTAL BREAKFAST

9:00 – 9:05 a.m. WELCOME & INTRODUCTION

9:05 – 10:05 a.m.

## 1. The Structure of an Investigation

### ► Components of a Competent Investigative Process

- Intake
  - Taking the fresh complaint
  - What will facilitate a smooth investigation and what will undermine it?
  - What does an investigator need from the “first responder?”
- Interim actions
- Using a “need-to-know” team
- Paperwork and administrivia
- Evidence collection
  - Using creative thinking to uncover evidence
  - Securing electronic or digital evidence
  - Taking notes, making your notes reliable, dealing with requests for notes

### ► Organizational Readiness for Investigations

Policies and decisions to have in place *today*

### ► The Decision to Investigate

10:05 – 10:15 a.m. BREAK

10:15 – 10:30 a.m.

## 2. Planning the Investigation

Attendees participate in creating a plan for the hypothetical case

10:30 – 11:15 a.m.

## 3. The Investigative Interview

### ► The Anatomy of an Investigative Interview

- The 5 essential stages of an interview
- Special tips for dealing with tough questions and typical issues

### ► Special Issues in Interviewing Complainants, Respondents and Witnesses

### ► Assuring Integrity

11:15 a.m. – 12:15 p.m. LUNCH (on your own)

12:15 – 2:15 p.m.

### Demonstration Interview: The Reluctant Witness

### Demonstration Interview: The Respondent

2:15 – 2:30 p.m. BREAK

2:30 – 3:15 p.m.

## 4. Credibility Assessments

### ► Myths About Lie Detection

### ► Strategies and Mechanics of a Credibility Assessment

### ► How to Evaluate Inherent Truthfulness or Lack Thereof

### ► How to Document Credibility Assessments

3:15 – 3:45 p.m.

## 5. Making Findings and Preparing Reports

### ► Avoiding the Myth of “Substantiation”

### ► To Recommend or Not to Recommend

### ► Written or Verbal?

3:45 – 4:15 p.m.

## 6. The Unique Psychological Dynamics of Workplace Claims

### What your colleagues say about Fran Sepler:

Very impactful and educational.  
LOVED the demo of the investigations.

I’m confident that I’ll be a better investigator  
after having attended this seminar!

Fantastic! So much great information that I will  
take and use in all my investigations.

## COURSE INFORMATION

### LIVE IN PERSON

Tuesday, January 21, 2025  
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Third Floor City Center, Minneapolis

### ONLINE REPLAY

Wednesday, February 5, 2025  
Thursday, February 20, 2025  
View online at [www.minncle.org](http://www.minncle.org)  
A moderator will be available to answer questions by email.

### HOW TO REGISTER

Register online at [www.minncle.org](http://www.minncle.org). Email [customerservice@minncle.org](mailto:customerservice@minncle.org) or call 800-759-8840 for assistance.

### COURSE MATERIALS

In-person attendees will receive hard copies of any course materials submitted. All attendees will have access to all course materials via their Minnesota CLE online accounts.

### CREDITS

Minnesota CLE is applying to the Minnesota State Board of CLE for 5.75 standard CLE credits. The maximum number of total credits attendees may claim is 5.75 credits. Minnesota CLE is also applying to the Minnesota State Bar Association for 5.75 labor and employment law specialist credits.

### SCHOLARSHIPS AVAILABLE

Minnesota CLE maintains a scholarship program for those with a financial need. Contact [customerservice@minncle.org](mailto:customerservice@minncle.org) for further details or to obtain an application.

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Paid registrants who cancel before the seminar will receive a refund upon request. Paid registrants who do not cancel and are unable to attend will retain access to the seminar materials through their Minnesota CLE website account.

### QUESTIONS?

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Register today at [www.minncle.org](http://www.minncle.org)

# Conducting Effective Employment Investigations

TUESDAY, JANUARY 21, 2025

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\$345 standard rate

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