

Concise, Current,
and Useful

FACULTY

Course Co-Chairs

Patricia Y. Beety

League of Minnesota Cities
Saint Paul

Lawrence P. Schaefer

Schaefer Halleen LLC
Minneapolis

Deborah R. Autrey

Dorsey & Whitney LLP
Minneapolis

Cynthia A. Bremer

Ogletree Deakins Nash Smoak &
Stewart PC
Minneapolis

Jenny Gassman-Pines

Greene Espel PLLP
Minneapolis

Phillip M. Kitzer

Kitzer Rochel PLLP
Minneapolis

Jillian Kornblatt

Dorsey & Whitney LLP
Minneapolis

Samuel Richter

Dorsey & Whitney LLP
Minneapolis

Fran Sepler

Sepler & Associates
Minneapolis

Jody Ward-Rannow

Ogletree Deakins Nash Smoak &
Stewart PC
Minneapolis

Anna L. Yunker

Everett Law, LLP
Buffalo

Nonprofit Org.
U.S. Postage
PAID
Minnesota Continuing
Legal Education

Minnesota Continuing
Legal Education

700 NICOLLET MALL, SUITE 200, MINNEAPOLIS MN 55402



DATED MATERIAL – PLEASE EXPEDITE!



RECYCLABLE



MINNESOTA CONTINUING
LEGAL EDUCATION

Your Success Is Our Goal

FREE TO ATTENDEES



NEW SEMINAR!

Mastering Internal Employment Investigations

*A Comprehensive Guide to Strategies
and Best Practices*

What You Need to Know to Be Effective and Get Results:

- Managing electronic evidence
- Evaluating credibility
- Reporting findings and conclusions
- And much more!



Tuesday, August 12, 2025 – Attend In Person

Minnesota CLE Conference Center
600 Nicollet Mall, Suite 370, Minneapolis

CAN'T ATTEND IN PERSON?

View an Online Replay on Tuesday, September 9, 2025 or
Thursday, September 25, 2025.

NEW SEMINAR!

Mastering Internal Employment Investigations

*A Comprehensive Guide to Strategies
and Best Practices*



**Tuesday, August 12, 2025
Attend In Person**



View information on
your mobile device or
register online.

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

9:00 – 9:05 a.m.
Welcome & Introduction
– Patricia Y. Beety
Lawrence P. Schaefer
Course Co-Chairs

9:05 – 9:35 a.m.
Get It Right from the Start – Workplace Investigations Basics
– Patricia Y. Beety

9:35 – 10:20 a.m.
Data, Data Everywhere – Managing, Securing, and Using Electronic Evidence
– Cynthia A. Bremer
Jody Ward-Rannow

10:20 – 11:05 a.m.
Mastering the Art of Conversation – How to Effectively Interview Employees
– Jillian Kornblatt
Samuel Richter

11:05 – 11:15 a.m.
BREAK

11:15 a.m. – 12:00 p.m.
How to Correctly Calibrate Your Truth Compass – Techniques for Making Credibility Determinations
– Fran Sepler

12:00 – 12:45 p.m.
LUNCH BREAK (on your own)

12:45 – 1:15 p.m.
Closing the Loop – Tips for Reporting Findings and Conclusions
– Jillian Kornblatt
Samuel Richter

1:15 – 1:45 p.m.
Managing Privilege During and After an Investigation
– Jody Ward-Rannow

1:45 – 2:15 p.m.
Above and Beyond the Workplace – What to Do When an Investigation Reveals Criminal Misconduct
– Deborah R. Autrey

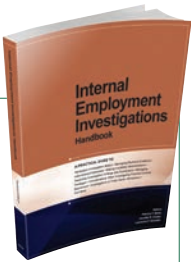
2:15 – 2:30 p.m.
BREAK

2:30 – 3:15 p.m.
Additional Considerations for Public Sector Workplaces
– Anna L. Yunker

3:15 – 4:00 p.m.
Playing the Right Next Note – Guidance for Addressing Common Mistakes and Their Consequences
– Jenny Gassman-Pines
Phillip M. Kitzer

4:00 – 4:15 p.m.
Questions & Answers
– Patricia Y. Beety
Lawrence P. Schaefer

This seminar’s materials are the Internal Employment Investigations Handbook – a must-have reference guide for the topics discussed at the course!



- In-person attendees will receive a hard copy and access to the electronic version.
- Online replay attendees will receive access to the electronic version only.
- 2025 Employment Law Institute attendees have already received Handbook access as part of their Institute benefits package.

COURSE INFORMATION

LIVE IN PERSON
Tuesday, August 12, 2025
Minnesota CLE Conference Center
600 Nicollet Mall, Suite 370
Third Floor City Center, Minneapolis

ONLINE REPLAY
Tuesday, September 9, 2025
Thursday, September 25, 2025
View online at www.minncle.org
A moderator will be available to answer questions by email.

HOW TO REGISTER
Register online at www.minncle.org.
Email customerservice@minncle.org or call **800-759-8840** for assistance.

CREDITS
Minnesota CLE is applying to the Minnesota State Board of CLE for **6.0 standard CLE credits**. Application is also being made for **6.0 labor and employment specialist credits, 6.0 HRCI credits and 6.0 SHRM credits**. The maximum number of total credits attendees may claim for this program is 6.0.

SCHOLARSHIPS AVAILABLE
Minnesota CLE maintains a scholarship program for those with a financial need. Contact customerservice@minncle.org for further details or to obtain an application.

ACCOMMODATION
If you have a disability and need an accommodation in order to attend this seminar, contact Minnesota CLE as soon as possible at customerservice@minncle.org or **800-759-8840**.

CANCELLATION POLICY / NO-SHOW POLICY
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. Passholders may purchase the materials at 50% of the full retail price.

QUESTIONS?
customerservice@minncle.org
www.minncle.org
800-759-8840

Register today at www.minncle.org

Mastering Internal Employment Investigations

Tuesday, August 12, 2025 – Attend In Person
Minnesota CLE Conference Center
600 Nicollet Mall, Suite 370, Minneapolis

Can’t attend the live seminar?
View an online replay Tuesday, September 9, 2025 or Thursday, September 25, 2025
www.minncle.org

5057-26 | abd | PATlp

Register online at www.minncle.org
Email customerservice@minncle.org or call **800-759-8840** for assistance.

TUITION:
\$295 MSBA member
\$295 paralegal
\$345 standard rate

- SEASON PASSHOLDERS:**
- **Super Passholders** may attend the in-person seminar or an online replay at no charge.
 - **In-Person Passholders** may attend the in-person seminar at no charge or an online replay for 50% off.
 - **Online Passholders** may attend the in-person seminar for 50% off or an online replay at no charge.

2025 EMPLOYMENT LAW INSTITUTE ATTENDEES
Register at www.minncle.org for free with the code you received at the Institute.

NEW LAWYER DISCOUNT!
New lawyers who have been admitted to the bar less than 5 years receive a 50% discount.

SCHOLARSHIPS AVAILABLE
Minnesota CLE maintains a scholarship program for those individuals with a financial need. To obtain a scholarship application, contact customerservice@minncle.org.

JOIN THE MSBA AND PAY LESS FOR MINNESOTA CLE SEMINARS!
To join, go to www.mnbar.org
Or for more membership advantages call 1-800-882-6722.

CAN’T ATTEND?
You can purchase the *Internal Employment Investigations Handbook* for \$79 (plus tax and handling) by calling Minnesota CLE at 651-227-8266 or 800-759-8840.