

## 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

Summary Guide™ to Investigations



Summary Guide™  
to Investigations  
**FRAN SEPLER Returns**  
Live and In Person

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Legal Education



## Conducting Effective Employment Investigations

DATED MATERIAL – PLEASE EXPEDITE!



Wednesday, January 21, 2026 –  
Attend In Person

Minnesota CLE Conference Center

View information on  
your mobile device or register online.



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



**Wednesday, January 21, 2026 – Attend In Person**

**Minnesota CLE Conference Center**

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

**CAN'T ATTEND IN PERSON?** View an Online Replay on Thursday, February 5, 2026 or Tuesday, February 17, 2026.

# 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:

I took 5 pages (legal) of notes.

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

Investigations are procedure heavy. It has been helpful to attend a 2nd time.

## COURSE INFORMATION

### LIVE IN PERSON

Wednesday, January 21, 2026  
Minnesota CLE Conference Center  
600 Nicollet Mall, Suite 370  
Third Floor City Center, Minneapolis

### ONLINE REPLAY

Thursday, February 5, 2026  
Tuesday, February 17, 2026  
View online at [www.minnclc.org](http://www.minnclc.org)  
A moderator will be available to answer questions by email.

### HOW TO REGISTER

Register online at [www.minnclc.org](http://www.minnclc.org). Email [customerservice@minnclc.org](mailto:customerservice@minnclc.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**. Application is also being made for **5.75 labor and employment specialist credits**, **5.75 HRCI credits**, and **5.75 SHRM credits**. The maximum number of total credits attendees may claim for this program is 5.75.

### SCHOLARSHIPS AVAILABLE

Minnesota CLE maintains a scholarship program for those with a financial need. Contact [customerservice@minnclc.org](mailto:customerservice@minnclc.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 800-759-8840 or [customerservice@minnclc.org](mailto:customerservice@minnclc.org).

### CANCELLATION / NO-SHOW POLICY

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

### QUESTIONS?

[customerservice@minnclc.org](mailto:customerservice@minnclc.org)  
[www.minnclc.org](http://www.minnclc.org)  
800-759-8840

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

# Conducting Effective Employment Investigations

WEDNESDAY, JANUARY 21, 2026 –

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### 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 an online replay at *no charge* or the in-person seminar for 50% off.

### NEW LAWYER DISCOUNT!

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

### SCHOLARSHIPS AVAILABLE

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