

Best Practices for Conducting Non-Biased Employee Investigations



When: Wednesday, June 6
9:00 am — 11:00 am

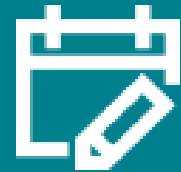
Where: NICC Town Clock
Business Center
Room 106C
680 Main Street
Dubuque, IA 52001

Cost: \$29.00 per person

Instructors:

Shelley Stickfort, J.D., SPHR

Ms. Stickfort is currently Director of Employee and Labor Relation for University Human Resources at the University of Iowa. She has over twenty-five years of professional experience in human resources and conducting employee investigations across an array of not-for-profit private and public enterprises, including healthcare, hospital, human services, higher education, and government settings.



To register for:

Class #64906

visit www.nicc.edu/solutions or
call 563.557.8271 ext. 380
Pre-registration is required.

Refund Policy: If a class is cancelled by NICC, a full refund will be issued. No refund will be given if the participant cancels five business days or less prior to class start date. Note that some fees are not refundable.

A proper investigation is one of the most important tools for maintaining a safe and productive workplace. This course provides an introduction to and overview of an effective investigation process. Best practices are shared that include skills and techniques necessary for an effective workplace investigation process from the first notice that a problem exists to post-investigation follow-up activities. Templates and checklists are provided to participants. Intended especially for Human Resources Staff, Managers, Supervisors

Course Learning Objectives:

- Introduce steps and strategies involved in conducting an impartial and thorough investigation.
- Describe problem-solving processes and quantitative investigative tools used to make decisions and manage employees' performance to assist with the effective management of a work unit.
- Describe the use of evidence to guide decision-making and management practices.
- Discuss the role of impartial, prompt and thorough investigation of reported conduct or issues as a strategy for performance management and means to build a cohesive team for departments and organizations.



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