

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

## AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that--our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?  
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

**Need help?** Contact 1-877-566-9441 or visit [www.amanet.org/8245](http://www.amanet.org/8245)

# Protecting Your Organization: Conducting Effective Investigations

**Here's how not to be dragged into multimillion-dollar settlements.**

Protect yourself and your organization from destructive claims while maintaining a healthy and productive work environment. Know your legal rights and responsibilities, how to avoid complaints or nip them in the bud and, if necessary, how to conduct a fair and thorough workplace investigation that mitigates the impact on the organization. This seminar provides you with a comprehensive, thorough framework for conducting any workplace investigations, and for following up in a manner consistent with regulatory and judicial guidelines.

## How You Will Benefit

- Learn step-by-step guidelines for investigating any complaint
- Know how to be proactive and avoid the legal pitfalls of investigations
- Recognize what sexual harassment is—and what it isn't
- Get a realistic view of the timing of investigations
- Know how to guard against retaliation and subsequent inappropriate misconduct

## What You Will Cover

- Dealing with managers, legal and EEO coordinators
- Recognizing accountabilities of the investigator
- Fiduciary and legal responsibilities of management
- Exploring interviewing techniques: proven strategies
- Avoiding retaliation and reprisals
- Preparing for litigation if necessary

## Who Should Attend

HR professionals and line managers who want to sharpen their investigation skills.

## Schedule

- [2] days - \$2,095 Non Members
- [2] days - \$1,895 AMA Members
- [2] days - \$1,795 GSA

## Credits

12 PHR /12 SPHR/1.2 CEU  
12 PDCs

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