



Continuing Legal Education
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FRIDAY, OCTOBER 1, 2004

6.5 GENERAL CLE CREDITS APPROVED



Continuing Legal Education
1200 Fifth Ave., Suite 600
Seattle, WA 98101

5th Annual

Investigating Workplace Complaints: Beyond 101

Friday, October 1, 2004

8:30 a.m. - 4:30 p.m.

**Rainier Square Conference Center
1333 Fifth Ave; Third Floor**

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1333 Fifth Ave; Third Floor Atrium**



Program Chair: Amy J. Stephson, Attorney at Law

Employment lawyers and human resource professionals are increasingly conducting internal investigations of employee harassment and discrimination complaints. These investigations can be complex and difficult in both legal and human terms. In this intermediate to advanced level seminar, experts in internal EEO investigations will provide in-depth legal and practical information on a wide range of investigative challenges and issues. There will also be plenty of time for interaction between the faculty and participants-including an interactive training session using a hypothetical fact situation. Among the topics that will be covered are:

- ✓ Legal developments in the Fair Credit Reporting Act, defamation law, supervisor and investigator liability, Weingarten rights in non-union workplaces, and retaliation.
- ✓ Investigative challenges: credibility, requests for anonymity, working with unions, bogus claims and difficult complainants, in-house vs. outside investigators, inconclusive findings, public disclosure requirements, witness statements, to tape or not to tape, and more.
- ✓ Handling difficult interview situations.
- ✓ Writing quality investigative reports.
- ✓ Digging out those revealing e-mail messages and other uses of technology by a computer forensics specialist who is a former Special Agent in the U.S. Secret Service.

5th Annual Investigating Workplace Complaints: Beyond 101

Friday, October 1, 2004
Rainier Square Conference Room, 1333 Fifth Avenue
Third Floor Atrium (next to Rock Bottom Brewery Restaurant)

8:00 – 8:30 **Registration and Coffee**

8:30 - 9:30 **Legal Update**
Ron Knox, Garvey Schubert & Barer
Bruce Heller, Garvey Schubert & Barer

9:30-10:15 **Investigative Challenges Part 1**
Elizabeth K. Maurer, Corporate Attorney,
Microsoft Corporation
Amy J. Stephson, Attorney at Law
Ron Knox, Garvey Schubert & Barer

10:15 - 10:30 **Break**

10:30 - 11:15 **Interviews: Beyond Who What
When Where and Why**
Elizabeth K. Maurer, Corporate Attorney,
Microsoft Corporation,

11:15 - 12:00 **Writing Quality Investigative
Reports**
Amy J. Stephson, Attorney at Law

12:00 - 1:00 **LUNCH (on your own)**

1:00 - 2:15 **Understanding Technology in
Investigations: Avoid Overlooking
Valuable Information**
David Stenhouse, Computer Forensics Inc.

2:15 - 3:00 **Investigative Challenges II**
Amy J. Stephson, Attorney at Law
Elizabeth K. Maurer, Corporate Attorney,
Microsoft Corporation

3:00 - 3:15 **Break**

3:15 – 4:30 **Investigations From the Inside Out:**
**Participants will work through
common investigative issues
using a hypothetical scenario.**
Seminar Faculty

4:30 **Evaluations and Adjournment**

**BRING YOUR QUESTIONS & EXAMPLES OF
CHALLENGING WORKPLACE INVESTIGATIONS!
THIS WILL BE AN INTERACTIVE EVENT**

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For more information about upcoming CLE opportunities, go to www.kcba.org/CLE

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5th Annual Investigating Workplace Complaints: Beyond 101

October 1, 2004

fax: 206.267.7099

mail to KCBA: 1200 Fifth Ave., Suite 600, Seattle, WA 98101

go to: www.kcba.org/CLE or call call: 206.267.7004

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REGISTRATION FEES

(Tuition includes course materials)

_____ \$160 KCBA Member

_____ \$190 Non-KCBA Member

_____ \$140 Non-Attorneys

_____ Course Materials Only (Member) \$50 (materials available

_____ Course Materials Only (Non-Member) \$60 after the seminar)

Method of Payment:

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If you must cancel, tuition will be refunded, less a \$35 handling fee, if cancellation is received by 5:00 p.m., September 28. After this date, no refund will be issued; however, substitute attendees are most welcome. If you have any disability that may impact your participation in this seminar, please notify the CLE department 3 days prior to the program so we may ensure appropriate and comfortable accommodation.

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