

EFFECTIVE WORKPLACE INVESTIGATIONS

TUESDAY, JUNE 25
&
WEDNESDAY, JUNE 26



MidYork Library System

1600 Lincoln Avenue, Utica NY

Registration: 8:30 AM
Program: 9:00 AM – 5:00 PM

Presented by
Marie-Loree Allen, SCP, SPHR, CI – Loree is currently the Director of Human Resources at Oneonta Job Corps



and has experience working in union and non-union environments, academic settings and non-profit and for-profit organizations (national and international). Loree received her Master of Arts in Personnel Administration/Industrial Relations from St Francis University, Loretto, PA and her Bachelor of Arts in Business Administration from Robert Morris University in Pittsburgh PA. Loree currently holds the following certifications: Certified Investigator (Labor Relations Alternatives), SPHR (Senior Professional in Human Resources), SCP (Senior Certified Professional) in Human Resources, Certified Facilitator (Developmental Dimensions International, Pittsburgh, PA), and a Certified Mediator (New York State Unified Court System).

Effective October 9, 2018, New York State has given a mandate regarding investigating sexual harassment complaints specifically interviewing witnesses, collecting and reviewing documents, documenting findings, taking corrective actions and notifying all appropriate parties.

This two-day seminar addresses different types of investigations and will give employers and investigators an understanding of the tools needed to plan and conduct interviews, gather, organize and review different types of evidence, draw appropriate conclusions, document an investigation and make the right recommendations for actions.

In this seminar, participants will learn crucial interview techniques to gather appropriate and relevant information and how to recognize deceptive behavior. Templates will be provided.

To Register e-mail otsegodelawarejsec@gmail.com

Registration Deadline: Thursday, June 20, 2019

\$145 per person | Advance Payment Required

Light Breakfast & Lunch Included

Check and Credit Card payments accepted

Please make checks payable to "JSEC" or to arrange for a credit card payment email otsegodelawarejsec@gmail.com

Send payment to: CDO Workforce, Attention: JSEC, 12 Dietz St., Oneonta, NY 13820.

CANCELLATIONS are required by 4 p.m. on the Monday prior to the seminar. Reservations made and not kept may not be refunded. Substitutions are allowed.

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