



INVESTIGATIONS | TRAININGS | MEDIATIONS

Investigations Training for Berkeley Center

General Description:

This interactive small group full day training covers the fundamentals of performing a workplace investigation. It is aimed at attorneys with some experience in employment law. It is limited to 20 participants. The training covers:

1. How different types of biases can impact investigations and how to avoid those biases.
2. The ethics of performing an independent workplace investigation with an emphasis on attorney ethics.
3. Planning an investigation.
4. Interviewing skills (including a practicum in interviewing).
5. Writing a report (including a practicum in writing an report analysis).
6. Analyzing evidence and making a finding based on the preponderance of the evidence.

The detailed schedule is as follow:

9:00 – 9:45: Defining and understanding bias

9:45 – 10:30: The ethics of performing independent workplace investigations

10:30 – 11:00: Break

11:00 – 11:45: Introducing the mock scenario and discussing how it could implicate biases (and how to deal with that), how it might implicate ethical issues (and how to deal with that) and what to do to plan for the investigation.

11:45 – 12:30: Interviewing lecture and practicum

12:30 – 1:00: Lunch break – lunch is served on site

1:00 – 2:00: Interviewing practicum

2:00 – 2:30: Analysis of the facts and discussion of findings

2:30 – 3:00: Break

3:00 – 4:30: Report writing lecture and practicum and wrap up

Lead Trainer: Vida Thomas

Additional Trainer: Madeline Buitelaar

Location: Berkeley Law

Date and time: January 25, 2025 from 9:00 – 4:30

MCLE: 6 hours (1.0 bias; 1.0 ethics; 4.0 general)