

Workplace Investigations Agenda

November 12, 2026

PRESENTED BY

JacksonLewis



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8:30 a.m. Registration and Breakfast

9:00 a.m. Welcome and Introduction

- Opening remarks and objectives of the seminar
- Speaker introductions
- Icebreaker: “Why investigations go wrong”

9:15 a.m. Understanding the Need for Investigations

- Legal and ethical obligations
- Types of complaints that warrant investigation (harassment, discrimination, theft, safety, etc.)
- Risk of not investigating or poor investigation practices
- Key principles: Impartiality, timeliness, confidentiality
- Activity: Group discussion – “What would you investigate?”

9:45 a.m. Preparing for an Investigation

- Receiving a complaint: Intake and triage
- Determining if an investigation is warranted
- Setting objectives and scope
- Selecting the investigator
- Notifying parties involved
- Tool highlight: Sample investigation plan template

10:15 a.m. Break

10:25 a.m. Conducting the Investigation

- Interview techniques and tips
- Questioning strategies for complainants, respondents and witnesses
- Evidence collection (documents, emails, CCTV, etc.)
- Maintaining documentation and chain of custody
- Activity: Role-play mock interviews in pairs or groups

10:55 a.m. Analyzing Findings and Drawing Conclusions

- Assessing credibility
- Evaluating inconsistencies
- Making factual findings
- Consulting with legal if needed
- Ensuring objectivity
- Exercise: Case study analysis – “What’s your conclusion?”

11:25 a.m. Reporting and Next Steps

- Writing the investigation report
- Sharing findings and outcomes appropriately
- Remedial actions and discipline
- Preventing retaliation
- Closing the loop and follow-up
- **Tool highlight:** Sample investigation report template

11:50 a.m. Q&A, Wrap-Up and Resources

- Summary of key takeaways
- Provide resources and templates
- Feedback forms and contact info for follow-up

12:00 p.m. Strategically Addressing Talent and Workforce Challenges

The Institute for Workforce Excellence, an affiliate of the Indiana Chamber, partners with employers to strengthen talent development strategies through expert guidance, practical training, and proven workforce resources.

Sally Saydshoev, Executive Director, Institute for Workforce Excellence (HR Series Sponsor)

12:15 p.m. Adjourn