

AUGUST 16, 2019

YOU'RE INVITED

Ogletree
Deakins

The Atlanta office of
OGLETREE DEAKINS

presents an
INVESTIGATIONS IN THE WORKPLACE WORKSHOP

An informative and educational workshop to discuss best practices in conducting internal investigations and preparing for government investigations

LOCATION

One Ninety One Peachtree Tower
191 Peachtree Street, N.E.
Fourth Floor Conference Facility
Atlanta, GA 30303
(404) 870-1731

DATE AND TIME

Friday, August 16, 2019
9:30 a.m. – 12:30 p.m.
(Registration and breakfast will begin at 9:00 a.m.)

COST

\$75 per person
(A continental breakfast, lunch, parking, and program materials are included.)

Validated parking for the One Ninety One Peachtree Tower parking garage will be provided. For those taking MARTA, exit at the Peachtree Center stop and follow the signs to Ellis Street. Ride up the escalator, and when you emerge from the MARTA station, One Ninety One Peachtree Tower will be across the street, next to The Ritz-Carlton.

REGISTRATION

Register online at www.ogletree.com or contact Lisha Stuckey at (404) 881-1300 or RSVPATL@ogletree.com.

We have submitted this program to the HR Certification Institute and SHRM for review and are applying for Georgia CLE credit.

AGENDA

9:00 – 9:30 a.m.

REGISTRATION AND BREAKFAST

9:30 – 9:45 a.m.

WELCOME AND INTRODUCTION

Presenter: Amie M. Willis

9:45 – 11:00 a.m.

BEST PRACTICES FOR INVESTIGATIONS

We will begin the workshop with a discussion of best practices for conducting internal investigations. Using real-world examples, we will explore all aspects of good investigations, including how to frame the scope of the investigation, how to make good credibility determinations, and how to document appropriately.

Presenter: Amie M. Willis

11:00 – 11:15 a.m.

BREAK

11:15 a.m. – 12:30 p.m.

HOW TO PREPARE FOR AND RESPOND TO GOVERNMENT INVESTIGATIONS

In this session, we will discuss the steps employers should consider when preparing for government investigations, including the documents and information that need to be gathered and assessed. Additionally, we will explore best practices for responses to government investigations and preparation for on-site visits.

Presenter: Lauren B. Hicks

12:30 p.m.

LUNCH