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**FRIDAY, OCTOBER 27, 2006**  
**Rainier Square Conference Center, Seattle**

**6.50 General CLE Credits Approved**  
**Applying for HR Credits**



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

# 7th Annual Investigating Workplace Complaints: Beyond 101

**Friday, October 27, 2006**  
**8:00 am Registration**  
**Program: 8:30 a.m. - 4:30 p.m.**  
**Rainier Square Conference Center**  
**1301 Fifth Avenue, 3rd Floor ATRIUM**

## 7th Annual Investigating Workplace Complaints: Beyond 101 Friday, October 27, 2006



### Program Chairs:

**Amy J. Stephson, Attorney at Law, Seattle**  
**Richard H. Kaiser, Sebris Busto James, Bellevue**

Employment lawyers and human resource professionals often need to conduct internal investigations of employee harassment, discrimination, and other 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:

- √ How major new state and federal court cases affect investigations.
- √ Investigative challenges: credibility determinations, working with unions, in-house vs. outside investigators, witness statements and tape recordings, cross-cultural investigations, disclosure of investigation results, aftermath issues, 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.
- √ Tips for preventing investigations before they become necessary.

*7th Annual*  
**Investigating Workplace Complaints: Beyond 101**

Friday, October 27, 2006  
 Rainier Square Conference Room, 1301 Fifth Avenue, Third Floor Atrium, Seattle  
 (Between 4th & 5th; Between Union & University)

**6.50 General CLE Credits Approved; Applying for HR Credits**

- 8:00–8:30 Registration & Coffee Service**
- 8:30-9:00 Legal Update: How Major New Precedents Affect Investigation**  
*Bruce Heller, Garvey Schubert & Barer*
- 9:00-10:00 Interviews: Beyond Who What When Where and Why**  
*Amy J. Stephson, Attorney at Law*  
*Richard H. Kaiser, Sebris Busto James*
- 10:00-10:15 Break**
- 10:15-11:30 Investigative Challenges**  
*Marcella Fleming Reed,*  
 MFR Law Group PLLC  
*Ron Knox, Garvey Schubert & Barer*
- 11:30-12:00 Writing Quality Investigative Reports**  
*Amy J. Stephson, Attorney at Law*
- 12:00-1:00 Lunch, on your own**
- 1:00-2:30 Use of Technology in Investigations**  
*David Stenhouse, Navigant Consulting, Inc.*
- 2:30- 2:45 Break**

- 2:45-3:30 Anatomy of an Investigation: Participants will work through common investigative issues using a hypothetical scenario**  
*Ron Knox, Garvey Schubert & Barer*  
*Bruce Heller, Garvey Schubert & Barer*  
*Richard H. Kaiser, Sebris Busto James*
- 3:30-4:15 Reducing Workplace Complaints: An Ounce of Prevention . . .**  
*Susan L. Coskey, Principal,*  
 Seabold Group
- 4:15-4:30 Question & Answer Session**  
*Faculty*
- 4:30 Evaluations and Adjournment**

**PROGRAM CHAIRS**  
**Amy J. Stephson, Attorney at Law, Seattle**  
**Richard H. Kaiser, Sebris Busto James, Bellevue**

**FACULTY**  
**Susan L. Coskey, Principal, Seabold Group, Seattle**  
**Marcella Fleming Reed, MFR Law Group PLLC, Mill Creek**  
**Bruce Heller, Garvey Schubert & Barer, Seattle**  
**Ron Knox, Garvey Schubert & Barer, Seattle**  
**David Stenhouse, Navigant Consulting, Inc., Seattle**

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 online: [www.kcba.org/CLE](http://www.kcba.org/CLE)  
 mail to KCBA: 1200 Fifth Ave., Suite 600, Seattle, WA 98101  
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**REGISTRATION FEES** (Tuition includes course materials)

- \_\_\_\_\_ \$165 KCBA Member Attorney  
 \_\_\_\_\_ \$195 Non-KCBA Member Attorney  
 \_\_\_\_\_ \$145 Seattle SHRM Members & Non-Attorneys

- \_\_\_\_\_ Course Materials Only (KCBA Member) \$50 \*materials available  
 \_\_\_\_\_ Course Materials Only (Non-Member) \$65 after the seminar\*

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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., October 24. After this date, no refund will be issued; however, substitute attendees are most welcome. If you have any disability that may impact your participation, please notify the CLE department 3 days prior to the program so we may ensure appropriate and comfortable accommodation. Walk-ins are welcome on a first-come, first-served basis.