

Investigations 101

An Interactive How-to Guide on Conducting Effective, Efficient Investigations

A Vantage Solutions LLC Interactive Seminar

Every employer hopes that it will never face complaints of workplace discrimination and harassment, but with 80,840 charges filed with the EEOC last year alone, it is a reality that even the most diligent and sophisticated employers will not be able to entirely avoid.

The US Supreme Court, the lower courts, and the EEOC have made clear that a good, thorough investigation is crucial in an employer's defense of discrimination and harassment claims.

It also makes good business sense.

So, how does an employer make sure that the investigation is done properly? Who should conduct the investigation? What questions should be asked, and to whom? How long should it last? What type of record should be kept throughout the process?

You will get the answers to these questions, and more, in this full-day interactive seminar, designed especially for those charged with the responsibility of investigating complaints.

Wednesday, July 26, 2006
8:30 a.m. - 5:00 p.m.
Chicago Bar Association
321 S. Plymouth Ct.
Chicago, IL 60604

This program has been approved for 7 recertification credit hours toward PHR and SPHR recertification through the Human Resource Certification Institute (HRCI). For more information about certification or recertification, please visit the HRCI homepage at www.hrci.org.



-Yes! I would like to learn about conducting thorough investigations of employee complaints by attending this seminar. Please sign me up as indicated below.

Name _____

Title _____

Company _____

E-mail _____

Phone _____

Fax _____

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Payment Method:
Enclose \$250 per attendee

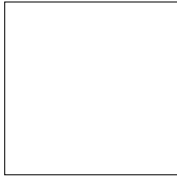
Credit + Visa + MasterCard

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- + Check enclosed (Payable to Vantage Solutions LLC)
- + Bill me (Payment must be received at least 2 days prior to seminar)
- + **Deadline to register for this program is July 20, 2006**

Five convenient registration options:

- **Email** seminars@vantage-solutions.com
- **Online** www.vantage-solutions.com
- **Phone** 312.440.0602
- **Fax** 312.440.0603
- **Mail** Seminars
Vantage Solutions LLC
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22 W. Ontario
Suite 100
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Topics Include:

Background and Updates on Employment Discrimination and Harassment Law ■ Real Case Studies ■ Employers' Duty to Investigate ■ Investigation Policies and Procedures ■ Proper Investigation Tips and Techniques ■ Participant Mock Investigation

About your speakers

Vanessa L. Smith, Esq., SPHR has practiced employment law for over ten years and most recently was a member of the Employment Relations Practice Group at Winston & Strawn. From counseling and training seminars to litigating employment lawsuits, Vanessa has made her career helping employers develop legally, compliant workplace procedures and policies, including investigations. She currently is on faculty at the Keller Graduate School of Management and is an Instructor for the Human Resources Certification Institute ("HRCI"). Vanessa has also been a presenter for several management groups, including the Price-Waterhouse CFO forum, the ADP Professionals Forum and the Three Rivers Manufacturing Association.

Ms. Smith founded Vantage Solutions LLC in 1998, based on the philosophy that proactive management strategies lead to positive workplace results. She and Vantage Solutions' experienced attorney-trainers advise, counsel and train employers of all sizes on every aspect of workplace law.

Jan Walke is an experienced labor and employment attorney with a substantial background in several major industry sectors, including technology, telecommunications, petroleum, steel and health care. Having worked for Fortune 500 companies in both legal and human resources compliance, litigation management, employment conflict investigations, union avoidance and day-to-day troubleshooting. Her broad in-house background gives her extraordinary insights and the ability to formulate creative and proactive solutions to complex employment issues in firms ranging from small companies to major corporations. Jan has worked for several companies, including U.S. Robotics, Caremark, Amoco Corporation, WIDSoft and Inland Steel.