

THE MODERN ADVANCED AMERICAN INVESTIGATIONS IN HR



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TRAINING CENTER



Introduction

A fair, well-documented investigation protects employees, managers, and the organization. The Modern Advanced American Investigations in HR Training Course from Gentex Training Center shows HR professionals how to run workplace investigations using leading American practices. Participants learn to plan investigations, interview witnesses, assess evidence, and manage confidentiality. Furthermore, they study harassment, discrimination, retaliation, and misconduct cases. The course also covers digital evidence, remote interviews, and clear report writing. As a result, participants can reach sound, fair, and defensible findings. Each day combines proven frameworks with realistic case exercises. In addition, participants practice a full investigation from complaint to final report and corrective action.

The Modern Advanced American Investigations in HR Course Objectives

- Explain the American legal framework for workplace investigations, including Title VII, the ADA, the ADEA, and the FMLA, in plain terms.
- Decide when to investigate using complaint triage, risk assessment, and interim measures to protect complainants.
- Plan investigations with investigation plans, issue statements, evidence checklists, realistic timelines, and clear roles for investigators.
- Preserve evidence through legal holds, chain of custody, and strict confidentiality controls.
- Conduct structured interviews using funnel questioning, cognitive interview techniques, and Upjohn warnings.
- Apply Weingarten rights and NLRA protections correctly in unionized workplaces and respect employee rights during interviews.
- Assess credibility using the EEOC credibility factors, corroboration, and the preponderance of evidence standard.

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Info@gentextraining.com



- Investigate harassment, discrimination, retaliation, and whistleblower complaints under federal guidance and company policy.
- Analyze digital evidence from email, chat, and social media while respecting privacy limits.
- Write clear investigation reports and recommend fair, consistent, and proportionate corrective actions, then monitor for retaliation.

Course Methodology

- Expert-led sessions explain American investigation practices in clear terms.
- Realistic case studies cover harassment, discrimination, and misconduct complaints.
- Mock interviews let participants practice questioning witnesses and respondents.
- Role-plays build skills in handling difficult and emotional conversations.
- Report-writing workshops teach clear, factual, and defensible documentation.
- Ready-to-use templates and checklists support immediate application at work.
- Peer and expert feedback improve every exercise.

Who Should Take This Course

- HR directors, HR managers, and HR business partners who receive employee complaints
- Employee relations specialists who conduct workplace investigations
- Compliance, ethics, and internal audit professionals who handle misconduct reports
- Legal counsel and in-house lawyers who support HR teams
- Security and risk professionals who assist investigations
- Senior managers who oversee disciplinary and termination decisions
- Consultants who conduct third-party workplace investigations





The Modern Advanced American Investigations in HR Course Outlines

Day 1: Legal Framework and Investigation Foundations

- Role of HR investigations in risk management and culture
- Title VII, ADA, ADEA, and FMLA overview
- At-will employment and its exceptions
- EEOC guidance and the Faragher/Elzerth defense
- Complaint intake and triage process with documentation
- Interim measures and preventing retaliation
- Workshop: deciding whether to investigate

Day 2: Planning and Evidence Management

- Investigation plan and issue statement with clear scope
- Choosing an internal or external investigator
- Conflict of interest and impartiality checks
- Evidence checklist and document requests
- Legal holds and chain of custody
- Confidentiality, privilege, and Upjohn warnings
- Workshop: building an investigation plan

Day 3: Interviewing Skills

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- Interview preparation and question outlines for each witness
- Funnel questioning and cognitive interview techniques
- Interviewing complainants, witnesses, and respondents fairly
- Trauma-informed interviewing basics for sensitive cases
- Weingarten rights and union environments
- Note-taking and signed interview summaries
- Mock interview practice with feedback

Day 4: Modern Evidence and Complex Cases

- Digital evidence: email, chat, and social media posts
- Remote and virtual investigation methods
- Privacy limits and employee monitoring rules in practice
- Harassment and discrimination investigation case studies
- Retaliation and whistleblower complaint handling
- Workplace violence and threat assessment basics
- AI tools and bias risks in investigations

Day 5: Findings, Reports, and Corrective Action

- Credibility assessment using EEOC factors
- Preponderance of evidence standard
- Weighing evidence and drawing reasoned conclusions
- Investigation report structure and factual writing style
- Corrective action and consistent, proportionate discipline
- Communicating outcomes to parties and closing cases
- Final mock investigation presentation and feedback





Conclusion

By successfully completing The Modern Advanced American Investigations in HR Training Course, participants will gain a clear understanding of how to plan and run fair workplace investigations. They will also acquire practical knowledge of American legal frameworks, witness interviewing, evidence handling, and report writing. Furthermore, they will know how to assess credibility and recommend consistent corrective action. As a result, participants can reach sound findings and reduce legal and workplace risk. Gentex Training Center delivers this knowledge through practical, expert-led learning.

FAQs

Q1 What is the course "The Modern Advanced American Investigations in HR" about?

The course teaches how to run fair, well-documented HR investigations using American practices. Participants study complaint intake, planning, interviewing, evidence, credibility assessment, and report writing. Furthermore, they learn to handle harassment, discrimination, retaliation, and misconduct cases with consistent, defensible methods.

Q2 What are the key benefits of the course "The Modern Advanced American Investigations in HR"?

The course helps organizations resolve complaints fairly and reduce legal and reputational risk. It also builds confidence in HR decisions among employees and leaders. As a result, participants can protect complainants, treat respondents fairly, and reach findings that stand up to review.



Q3 What skills will I gain from the course "The Modern Advanced American Investigations in HR"?

Participants gain four core skills: workplace investigation planning, witness interviewing techniques, evidence and credibility assessment, and investigation report writing. In addition, they practice each skill through mock interviews and full case exercises, so they can apply it directly in their organizations.

Q4 What tools, methods, or standards are covered in the course "The Modern Advanced American Investigations in HR"?

The course covers Title VII, the ADA, the ADEA, the FMLA, and EEOC guidance. It also includes Upjohn warnings, Weingarten rights, funnel questioning, cognitive interviewing, the preponderance of evidence standard, legal holds, chain of custody, and structured report templates.

Q5 How is the course "The Modern Advanced American Investigations in HR" applied in real-world practice?

HR teams use complaint triage to set priorities, investigation plans to stay on track, and interview summaries to record facts. Furthermore, they use clear reports and consistent corrective action, so leaders can resolve cases fairly and prevent repeat problems.