



NEW! Conducting Workplace Investigations

with Matthew Burr

Thursday, February 27, 2020

8:45 am – 11:45 am (please note that the time has changed)

Fee \$70, includes light refreshments

REGISTER ONLINE at www.hsctc.org/workshops

**Borg Warner Conference Room, Tompkins County Public Library,
E. Green St. at S. Cayuga St., Ithaca ([driving and access directions below](#))**
Presented by the Human Services Coalition
Co-sponsored by the Tompkins County Public Library

When the time comes to handle a touchy employee issue...how do you handle it? Are they properly trained? Do they understand the laws and regulations?

This course is designed to train managers and supervisors the legal and proper techniques in conducting an internal workplace investigation. Learning proper and fair investigation techniques ensures that all employees are treated fairly equitably – and demonstrates that to employees that workplace issues are taken seriously.

Attendees will learn:

- Common types of internal investigations and legal obligations related to them
- How to take statements, gather evidence, document activities, and communicate results
- How to conduct witness interviews effectively including question preparation and interviewing techniques
- Effective format and procedure for documenting investigative findings
- Disciplinary action best practices



About the Presenter

Matthew W. Burr, MBA, MHRIR, GPHR, SHRM-SCP, SPHR

Matthew Burr has over eleven years of experience working in the human resources field. He spent his career in manufacturing and health care before founding Burr Consulting, LLC., a human resources consulting company.

Matthew has a generalist HR background and provides strategic HR services to his clients, focusing on small and medium sized organizations. He specializes in labor and employment law, conflict resolution, performance management, and labor and employment relations. Matthew is an Associate Professor of Business Administration at Elmira College and a Certification Exam Instructor for the Society for Human Resource Management (SHRM). He works as a trainer for Tompkins Cortland Community College, Corning Community College, Broome Community College and Penn State University. Matthew is an On-Call Mediator and Fact-Finder through the Public Employment Relations Board of New York State, working with public sector employers and labor unions.

Matthew has an associate's degree in business administration from TC3, a bachelor's degree in business management from Elmira College, and two master's degrees: Human Resources & Industrial Relations from the University of Illinois and Business Administration from Syracuse University. He currently holds a Lean Six Sigma Green Belt, Senior Professional in Human Resources (SPHR), Global Professional in Human Resources (GPHR) and the Society of Human Resource Management Senior Certified Professional (SHRM-SCP) certifications. His first book, "\$74,000 in 24 Months: How I Killed my Student Loans (and You Can Too!)", was published in 2017.

Registration and Payment

Register online at www.hsctc.org/workshops. If you are unable to register and pay online please call 607-273-8686 or email registration@hsctc.org.

Cancellation Policy

All registration sales are final - we are unable to refund or transfer fees onto a different workshop for missed sessions. At times a workshop may be cancelled due to inclement weather or other issues. If this occurs, we will post the cancellation on our website: www.hsctc.org/workshops, email all registered participants, and refund any prepaid fees. If you plan to walk-in, please check our website for the most up-to-date information prior to attending.

Scholarships

Limited scholarships are available to agencies whose non-profit board and staff members cannot attend without one. To request a scholarship, email: registration@hsctc.org in advance of the workshop.

Snacks

Coffee, other drinks, and snacks are provided at all workshops; lunch is not provided. Attendees at sessions in the Borg Warner Room may leave and eat lunch on the beautiful Ithaca Commons.

Special Needs

Please notify us if you have any special needs; the Coalition wishes to make its workshops accessible to everyone.

For the comfort of everyone, HSC workshops are fragrance free. We appreciate your cooperation.

Driving and access

The Library is located in downtown Ithaca on the corner of East Green and South Cayuga Streets.

Directions for accessing the Library

The Library does not open its Main door until 9:30 am, please go to the northeast corner of the building opposite the TCAT Green Street Station, turn right and enter at the door on the right under the green canopy. The Borg Warner room is immediately on your right.

Driving Directions

From North or South on Rt. 13 or 34: Proceed to Green Street in downtown Ithaca. Turn East (toward Cornell and downtown) on Green Street. Proceed approximately six blocks to Cayuga St, take a right turn and proceed as below.

From South on Rt. 96b: Proceed down hill on Aurora Street to East Clinton Street.

Turn left and proceed to Cayuga Street. Turn right on Cayuga Street and proceed as below.

From East on Rt. 79 or 366: Proceed to downtown on State St hill and veer right onto Seneca St at the bottom of the hill. Stay in the left lane of Seneca St until you come to Cayuga St. Turn left on Cayuga St and proceed as below.

From West on Rt. 79, 96 or 89: Proceed east to Fulton St. Turn right on Fulton St and stay in the left lane. Turn left on Green St and proceed about seven blocks to Cayuga Street. Turn right and proceed as below.

From all directions: Park in the Cayuga St. parking garage behind the Library and across from the Hotel Ithaca, or in the Green St. garage (entrance is past the "Pay and Display" and after the Cinemapolis sign on the left) diagonally across from the Library. Please note that "Pay and Display" parking is an option but the cost is twice that of the Green St. or Cayuga St. garages. The Library does not open the main door until 9:30 am, so go to the northeast corner of the Library building next to the TCAT Green Street Station, turn right and enter at the door on the right under the green canopy. The Borg Warner room is immediately on your right.

Accessible Parking

We recommend parking on the first floor (it's actually the second floor of the structure) of the Green Street parking garage near the lime green wall labeled "Green Street." There is an elevator that will take you down to the ground floor which outlets at the crosswalk on Green Street. Cross the street, turn right and it's a short distance to the northeast corner of the library, next TCAT's Green Street Station. Enter at the door under the green canopy. The Borg Warner room is immediately on your right. If the accessible parking spots are taken near the elevator you can also go one floor up and there are more spaces next to the elevator on the roof.

The Coalition is a United Way agency.