



SAVE THE DATE

EQUITY & INCLUSION AND LABOR RELATIONS

CO-SPONSORED UPCOMING TRAINING SESSIONS

- 1B.1 and 1B.3 Decisionmaker Training
- 1B.1 Investigator Training
- 1B.3 Sexual Violence Investigator Training
- Title IX Coordinator Training/Annual Meeting
- Employment Misconduct Investigation Process: Finding the Facts from Start to Finish
- Writing an Investigation Report that Makes the Grade

The Employment Investigation Process: Finding the Facts from Start to Finish

- Thursday, October 13, 2022 (8:30 a.m. – 4:30 p.m.)
Armstrong Hall, MSU, Mankato
Course Code: E260000LR0023g
- Wednesday, January 18, 2023 (8:30 a.m. 4:30 p.m.)
McCormick Conference Room, System Office
Course Code: E260000LR0023h
- Tuesday, June 6, 2023 (8:30 a.m. – 4:30 p.m.)
Alexandria Technical & Community College
Course Code: E260000LR0023i
\$15 includes lunch

Fair, efficient workplace investigations are essential to effectively resolving problems, making defensible disciplinary decisions, and supporting healthy campus morale. Are you overwhelmed by or unsure of the process? Let Labor Relations help your investigations make the grade! This course offers practical, time-tested techniques that you can immediately put into practice. You will learn the critical “Whats,” and “Whys,” as well as specific, best-practice “How” techniques for planning your investigation (and staying organized and on track!), interviewing witnesses, and effectively handling challenging union dynamics. Engaging interactive skills-practice sessions pepper the session. Note: Techniques for writing effective investigative reports is covered in the separate course called “Writing an Investigation Report that Makes the Grade.” Audience includes: Administrators, Managers, Supervisors, Human Resources Professionals.

Writing an Investigation Report that Makes the Grade

- Friday, October 14, 2022 (8:30 a.m. – 2:00 p.m.)
Armstrong Hall, MSU, Mankato
Course Code: E60000LR0024g
- Thursday, January 19, 2023 (8:30 a.m. – 2:00 p.m.)
McCormick Conference Room, System Office
Course Code: E60000LR0024h
- Wednesday, June 7, 2023 (8:30 a.m. – 2:00 p.m.)
Alexandria Technical & Community College
Course Code: E260000LR0024i
\$15 includes lunch

Fact: An employer’s ultimate ability to defend its disciplinary decisions hinges on the quality and substance of the investigator’s written report. Yet many investigators don’t realize the sink-or-swim role their final written work plays in the big-picture of the investigative process until it’s too late. A strong, effective workplace investigation isn’t over until the investigator documents procedures used, thoughtfully analyzes the evidence, and communicates findings in a clear, well-organized written report that demonstrates the fairness of the process. This course offers practical, time-tested techniques on how to do just that - and in a manner that can be easily digested and withstand intense scrutiny. Engaging interactive skills-practice exercises will pepper this class to hone your skills. You will learn how to organize, analyze, distill, and clearly communicate relevant information in a written investigation report of which you – and your institution – can be proud. Pre-requisite: In order to attend this report writing course, individuals must have taken The Employment Investigation Process: Finding the Facts from Start to Finish. Audience includes: Administrators, Managers, Supervisors, Human Resources Professionals.

1B.1 Investigator Training

- **Thursday, November 17, 2022 (8:00 a.m. – 12:00 p.m.)**
Conference Room 3304/3306, System Office
Course Code: E260000CLR0011m
- **Wednesday, February 22, 2023 (8:00 a.m. – 12:00 p.m.)**
Location TBD
Course Code: E260000CLR0011n
- **Wednesday, August 9, 2023 (8:00 a.m. – 12:00 p.m.)**
Course Code: E260000CLR0011o
Location TBD

This training is specifically focused on discrimination/harassment investigations and is intended for those individuals charged with investigating 1B.1 complaints on campus. The focus of this training will be on the laws and procedures that support the 1B.1 policy including but not limited to Title VII, ADA, Minnesota Human Rights Act, Minnesota Data Practices Act and the Minnesota Whistleblower Act. Specific focus will also include discussion of roles in the investigation process (investigator, decisionmaker), consensual relationships, intake process, alternative dispute processes, and standard of review. 1B.1.1 Policy Report/Complaint of Discrimination/Harassment Investigation requires that investigators attend training provided by the System Office prior to serving in their role as an investigator for the 1B.1 process. Pre-requisite: It is required that individuals have already attended Labor Relations' two-part foundational training program on workplace investigations: "The Employment Investigation Process: Finding Facts from Start to Finish" (part 1) and "Writing an Investigation Report that Makes the Grade" (part 2).

1B.3 Sexual Violence Investigator Training

- **Thursday, November 3, 2022 (8:00 a.m. – 4:30 p.m.)**
Conference Room 3304/3306, System Office
Course Code: E260000CLR0001p
- **Thursday, February 23, 2023 (8:00 a.m. – 4:30 p.m.)**
Location TBD
Course Code: E260000CLR0001q
- **Thursday, August 10, 2023 (8:00 a.m. – 4:30 p.m.)**
Course Code: E260000CLR0001r
Location TBD

This training will be specifically focused on sexual violence investigations under the 1B.3 policy and is intended for those individuals charged with investigating 1B.3 complaints on campus. The focus of this training will be on law and procedures that support the 1B.3 policy including but not limited to Title IX, Trauma-Informed Interviewing, Affirmative Consent, and working with other investigative entities. 1B.3.1 Policy Response to Sexual Violence requires that investigators attend training provided by the System Office prior to serving in their role as an investigator for the 1B.3 process. Pre-requisite: It is required that individuals have already attended Labor Relations' two-part foundational training program on workplace investigations: "The Employment Investigation Process: Finding Facts from Start to Finish" (part 1) and "Writing an Investigation Report that Makes the Grade" (part 2).

Decisionmaker Training

- **Wednesday, November 2, 2022 (8:00 a.m. – 4:30 p.m.)**
Conference Room 3304/3306, System Office
Course Code: E260000CLR0009i
- **Tuesday, February 21, 2023 (8:00 a.m. – 4:30 p.m.)**
Location TBD
Course Code: E260000CLR0009j
- **Tuesday, August 8, 2023 (8:00 a.m. – 4:30 p.m.)**
Course Code: E260000CLR0009k
Location TBD

Attendees will focus on determining the outcomes of 1B.1 harassment/discrimination complaints and 1B.3 sexual violence complaints. Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution requires that decisionmakers attend training provided by the System Office prior to serving in their role as a decisionmaker in the 1B.1 and 1B.3 processes. Audience is Administrator's only.

Annual Title IX Coordinator Training and Retreat

- **Wednesday and Thursday, June 14-15, 2023 (9:00 a.m. – 4:00 p.m.)**
Course Code: E260000CLR0008e
Location TBD

The Annual Title IX Retreat is for Title IX Professionals throughout the Minnesota State to connect with each other and train on best practices and emerging trends in Title IX. Participants of the retreat will obtain opportunities to network with colleagues, take a deep dive into Title IX Compliance and participate in sessions on related topics. The retreat is open to Title IX Coordinators, Deputy Title IX Coordinators, Decisionmakers and Investigators. *There will also be discussions on 1B.3 training but does NOT count for the full sexual violence investigator training.*

To register for these sessions in ELM, login to the State of Minnesota Self Service site using your eight-digit State ID Number and password:

- Choose the Learning Management tile
- Use the Find Learning tile to search for the title of the course or the course code
- Select the course to enroll – see the [ELM Enrollment Guide](#) for detailed instructions