



MINNESOTA STATE

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
- 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

- Tuesday, October 10, 2023 (8:30 a.m. 4:30 p.m.)
Lake Superior College
\$50 includes lunch
Course Code: E260000LR0023j
- Tuesday, February 13, 2024 (8:30 a.m. – 4:30 p.m.)
System Office
Course Code: E260000LR0023k
- Tuesday, June 4, 2024 (8:30 a.m. – 4:30 p.m.)
Winona State University
\$50 includes lunch
Course Code: E260000LR0023l

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

- Wednesday, October 11, 2023 (8:30 a.m. – 2:00 p.m.)
Lake Superior College
\$50 includes lunch
Course Code: E260000LR0024j
- Wednesday, February 14, 2024 (8:30 a.m. – 2:00 p.m.)
System Office
Course Code: E260000LR0024k
- Wednesday, June 5, 2024 (8:30 a.m. – 2:00 p.m.)
Winona State University
\$50 includes lunch
Course Code: E260000LR0023l

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.

If attending both Investigations and Report Writing courses, you will need to register for each course separately.

1B.1 Designated Officer Training

- **Wednesday, November 15, 2023 (9:00 a.m. – 12:00 p.m.) System Office**
Course Code: E260000CLR0037a
- **Wednesday, February 28, 2024 (9:00 a.m. – 12:00 p.m.) Online via Zoom**
Course Code: E260000CLR0037b
- **Wednesday, August 7, 2024 (9:00 a.m. – 12:00 p.m.) Location TBD**
Course Code: E260000CLR0037c

This training is specifically for the individuals designated to serve as Designated Officers on their campuses. This includes being the primary point of contact to receive reports and complaints within the scope of the Equal Opportunity and Nondiscrimination Policy (1B.1), conducting inquiries and offering informal resolution (for students), determining whether to proceed with an investigation, and coordinating investigations per the Investigation and Resolution Procedure (1B.1.1). The focus of this training will be on specific tasks associated with the role and supervision of the investigative process. System procedure requires that Designated Officers attend training provided by the system office within the past three years prior to and while serving in their role.

1B.1 Investigator Training

- **Wednesday, November 15, 2023 (12:30 p.m. – 4:00 p.m.) System Office**
Course Code: E260000CLR0011p
- **Wednesday, February 28, 2024 (12:30 p.m. – 4:00 p.m.) Online via Zoom**
Course Code: E260000CLR0011q
- **Wednesday, August 7, 2024 (12:30 p.m. – 4:00 p.m.) Location TBD**
Course Code: E260000CLR0011r

This training is specifically focused on protected class discrimination and discriminatory harassment and retaliation investigations. It is intended for those individuals designated to conduct investigations within the scope of the 1B.1 Policy. The focus of this training will be on specific elements of the Equal Opportunity and Nondiscrimination Policy (1B.1), the role of the investigator per the Investigation and Resolution procedure (1B.1.1), investigative techniques used in the process, the preparation of the investigative report, and the Minnesota Data Practices Act. System procedure requires that individuals attend 1B.1 Investigator training provided by the system office within the past three years prior to and while serving in this role. 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 16, 2023 (9:00 a.m. – 4:00 p.m.) System Office**
Course Code: E260000CLR0001s
- **Thursday, February 29, 2024 (9:00 a.m. – 4:00 p.m.) Online via Zoom**
Course Code: E260000CLR0001t
- **Thursday, August 8, 2024 (9:00 a.m. – 4:00 p.m.) Location TBD**
Course Code: E260000CLR0001u

This training will be specifically focused on sexual violence investigations under the 1B.3 policy and is intended for those individuals responsible for 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 and Title IX Sexual Harassment requires that investigators attend training provided by the System Office prior to serving in their role as an investigator for the 1B.3 process; state and federal law requires this to be annually. 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

- **Tuesday, November 14, 2023 (9:00 a.m. – 3:30 p.m.) System Office**
Course Code: E260000CLR0009l
- **Tuesday, February 27, 2024 (9:00 a.m. – 3:30 p.m.) Online via Zoom**
Course Code: E260000CLR0009m
- **Tuesday, August 6, 2024 (9:00 a.m. – 3:30 p.m.) Location TBD**
Course Code: E260000CLR0009n

Attendees will focus on understanding the role of the decisionmaker, including reviewing the investigative report, the elements to consider, and making the decision for 1B.1 harassment/discrimination complaints and 1B.3 sexual violence complaints. Procedure 1B.1.1 Investigation and Resolution requires that Decisionmakers attend training within the last three years provided by the System Office prior to serving in their role as a decisionmaker in the 1B.1 process; state and federal law requires annual training for serving as a decisionmaker in the 1B.3 process. Audience is Administrators and Title IX Coordinators only.

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