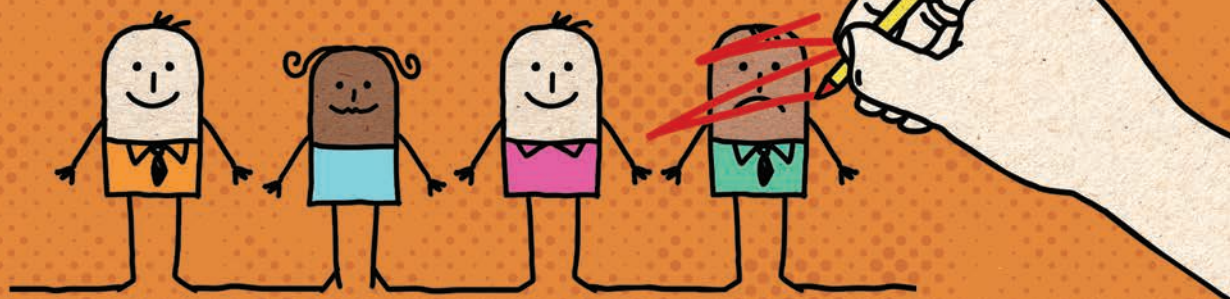


HOW TO CONDUCT AN EMPLOYEE INVESTIGATION

May 27–28, 2026 | Park Event Center, St. Cloud Area



Allegations of employee misconduct can run the gamut from an inappropriate comment to the exceptionally serious and require the employer to respond appropriately. The investigation must be fair, thorough and comply with the law. This fast-paced two-day seminar helps you meet these requirements.

PRESENTED BY WILLIAM J. EVERETT, ATTORNEY

Bill Everett is an attorney and former police officer with more than 30 years of investigative experience. He formerly directed the internal affairs function at a large state agency, and he represented public agencies in discharge

arbitrations. Drawing on his experience as an investigator, advocate and classroom instructor, Everett has presented dozens of seminars to law enforcement investigators and prosecutors across the U.S.

WHAT YOU WILL LEARN

- Knowledge and techniques to investigate workplace misconduct
- Strategies for approaching topical areas, such as allegations of harassment, workplace bullying, computer misuse and theft
- Impact of various laws on your investigation, including the Minnesota Government Data Practices Act
- Influence Tennessen and Garrity warnings have on an investigation
- What can and cannot be said to the public about an investigation

PRACTICAL SKILLS PROVIDED

- Determining when an investigation is necessary
- Planning an investigation
- Using documentary and physical evidence effectively
- Interviewing witnesses
- Testing for credibility and making credibility determinations
- Documenting findings properly

To assist with an investigation, participants receive sample forms and best practices.

WHO SHOULD ATTEND?

This seminar is designed for the human resource professional who has a desire to begin conducting his or her own investigations, as well as the more seasoned professional who wants to hone his or her investigative skills.



HOW TO REGISTER

- Complete the online registration form at [MCIT.org/Events](https://www.mcit.org/events).
- No one-day registrations.
- Registration is limited to 34 people.

REGISTRATION FEE AND PAYMENT

- Registration fee: \$180 per person* for MCIT members or \$260 per person for nonmembers. *Fee includes lunch and materials.*
- Payment by credit card is required during registration.

DAILY SCHEDULE

- **CHECK IN:** 9-9:30 a.m.
- **PROGRAM:** 9:30 a.m.-3:30 p.m.

PARK EVENT CENTER INFORMATION

- **PHONE:** 320.640.0204
- **WEBSITE:** [TheParkEventCenter.com](https://www.theparkeventcenter.com)
- **ADDRESS:** 500 Division St., Waite Park, MN 56387

LODGING

- Discounted rooms are available for the Hilton Garden Inn and Residence Inn connected to the event center. Use links on the MCIT website to reserve rooms at the special rate.

QUESTIONS?

- Questions about the training program, registration or special requests should be directed to MCIT Communications Manager Heather Larson-Blakestad:
 - **EMAIL:** hblakestad@mcit.org
 - **PHONE:** 866.547.6516