

EMPLOYEE RELATIONS, INVESTIGATIONS AND EMPLOYMENT LAW

SOLUTIONS THROUGH PRACTICAL KNOWLEDGE



Are you equipped with
a full range of employee
relations skills?

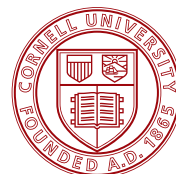


Do you know how
to identify potential
legal issues?



Do you have processes
and tools to conduct
internal investigations?

**Ivy League Workshops, Certificates and On-Sites for
HR Professionals, Internal Investigators and Managers**



This Cornell ILR program is designed around key proficiencies in Employee Relations, Investigations and Employment Law issues that demand knowledge of policies and legal requirements, tools and processes, and communication skills to avoid having situations escalate, including liability and exposure.

GAIN

Benefits of Workshops and Certificates

- **Preventative and proactive** strategies
- **Specific tools and language** to utilize in practical situations
- **Step-by-step processes** for handling employee questions, concerns and complaints
- **Detailed guides** for planning, conducting, resolving and concluding investigations
- **Practice, practice and more practice** with coaching from expert instructors

Workshops are highly interactive and can range from one to three days. They can be taken individually or as a series to complete the **Advanced Employee Relations and Internal Investigations** or **Equal Employment Opportunity Professionals** Certificates.

The Law of Equal Employment Opportunity (EEO)

Human Resources and the Law

Legal Issues in the Workplace

Effective Employee Relations

Employee Internal Investigations: Part 1

Advanced Employee Internal Investigations: Part 2

Internal Investigation Note-taking and Reports

Harassment Prevention in the Workplace

Resolving Conflict

Emotional Intelligence: An Edge for Leaders

ON-SITE PROGRAMS

Bring training for Human Resources/EEO Professionals and Internal Investigators to your organization. In addition, Cornell offers special Employment Law programs for managers on policies, potential legal issues and the importance of seeking advice.

Examples of Customized On-Sites

Modules, workshops and certificates can be tailored to fit your needs.

- Five-day certificate on “Employee Relations and Internal Investigations”
- Three-day customized program for all internal investigations departments
- One-day workshop on “Navigating Difficult Legal Issues for HR Professionals”
- One-day and half-day workshop on “Policy and Employment Law for Managers”

“Cornell designed a customized Employee Relations and Internal Investigations program that provided in-house workshops to the organization. What resulted was the development of a holistic and consistent system for conducting internal investigations.

In addition to providing processes and guides, the programs significantly raised the skill level of the ER and investigations teams. This professional development partnership was so successful, it lasted four years.”

Andrew M. Upton, Esq.
Legal and HR Executive,
Financial Services Institutions

EMPLOYEE RELATIONS

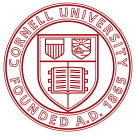
Real-world based instruction in managing employee situations, coaching and guiding managers, performance improvement, emotional intelligence, problem-solving techniques, facilitation tools, conflict resolution, and valuable communications skills.

INTERNAL INVESTIGATIONS

Process-driven training that teaches necessary skills for conducting all aspects of investigations, including serious policy violations, EEO, compliance, security and quality. Develop a program for an individual department or coordinate across departments to strengthen your organization.

EMPLOYMENT LAW

Interactive training to identify potential issues that can address federal, state and local laws, and requirements. Topics include discrimination, harassment, affirmative action, managing ill and injured workers, family/medical leaves, wage and hour, labor relations, safety and privacy/social media.



**Cornell University
ILR School**

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EMPLOYEE RELATIONS, INVESTIGATIONS AND EMPLOYMENT LAW

Schedule an On-Site with Cornell ILR Today!

Aligned

Customize programs to meet organizational strategies and build key competencies.

Focused

Work with highly experienced instructors who provide practical, actionable insights for today's most pressing business issues.

Collaborative

Train as a team to gain a shared perspective and common skills.

Cost Effective

Set up a training schedule that delivers optimal participant reach within your budget and timeline.

Convenient

Flexible programs developed for half-day, full-day, two-day or customized certificate training.

Reliable

Gain the latest knowledge and best practices that can be applied immediately on the job.

Contact Cornell ILR for more information
ilrcustomerservice@cornell.edu

ILR.CORNELL.EDU/ER-LEGAL-INVESTIGATIONS