

# Breakfast Briefing

## Conducting Effective Internal Investigations

Tuesday, June 26, 2007

On Tuesday, June 26, Seyfarth Shaw invites you to attend a breakfast briefing on internal investigations. You will learn how to conduct a thorough internal investigation responding to discrimination and harassment complaints which will give your company the best chance to win, or even avoid, subsequent lawsuits.

### Who Should Attend:

This program targets HR managers and in-house counsel.

### Discussion topics will include:

- Who should conduct the investigation?
- What documents should you review?
- Whom should you interview?
- How should you record the notes from your interviews?
- What information should you include in your report?
- How can you cloak the investigation with the attorney-client privilege and/or use it to support your Affirmative Defenses?

### Location

Seyfarth Shaw LLP  
World Trade Center East  
Two Seaport Lane, 3rd Floor  
Boston, Massachusetts

### Agenda

#### Registration and Breakfast

8:00am - 8:30am

#### Program

8:30am - 10:00am

### Registration

Register online at  
[www.seyfarth.com/events](http://www.seyfarth.com/events).  
Please contact Tracy Dane-Deeney  
at [tdanedeeney@seyfarth.com](mailto:tdanedeeney@seyfarth.com) or  
(617) 946-4872 if you have  
any questions.

*Seating is limited. Please register early.*