



## EASC Workshop Registration Form

**Mail:** 104 Corporate Blvd., Suite 408 W. Columbia SC 29169 • **Phone:** 803.783.0368 • **Fax:** 803.783.3216  
• **E-mail:** info@eascinc.com

### WORKPLACE INVESTIGATIONS – DONE THE RIGHT WAY

**Dates:** March 14, 2017 and September 7, 2017

**Fee:** EASC members - \$195.00 per person • Non-members - \$235.00 per person

**Target Audience:** *HR Professionals and Managers.*

**CLASS OVERVIEW:** As any good HR Professional knows, before any personnel action is taken, a proper basis for the action must exist. Do you know that the information you have received regarding an incident or a specific employee is accurate? How do you ensure that the “punishment fits the crime?” Do have all the relevant facts to make the right decision? Will your investigation stand up to legal scrutiny? Answers to these questions and more are provided in this class that examines the proper techniques and methods for investigation complaints, employee performance issues, and disturbances in the workplace.

**After completing, fax to: 803.783.3216**

COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-mail: \_\_\_\_\_

NAME \_\_\_\_\_ NAME \_\_\_\_\_

**PAYMENT INFORMATION** OUR FEDERAL ID: 57-0845061

CK. ENCLOSED: \$ \_\_\_\_\_ BILL COMPANY: \_\_\_\_\_ PO # \_\_\_\_\_ CHARGE: VISA \_\_\_\_\_ MC \_\_\_\_\_

CARD# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Ex.Date: \_\_\_\_ / \_\_\_\_

V CODE \_\_\_\_\_ Print Name: \_\_\_\_\_

This course is available as an in-house program conducted on your site. An in-house program gives you the ability to customize and combine any of our courses to fit your needs. The end result is training that is strictly tailored to meet your requirements.