CONFLICT MANAGEMENT INSTITUTE

EMPLOYER SUMMARY

FOR THE PERSON APPROVING THIS REQUEST

PROFESSIONAL CERTIFICATE IN WORKPLACE INVESTIGATIONS

Four and a half live days · live virtual · June and October 2027

A practical certificate for internal HR practitioners who investigate as part of their job. Participants work one case from intake to findings, run a coached solo interview, and submit an assessed findings report, with two segments led by an experienced attorney.

WHY FUND THIS

1. **Investigations that hold up.** A weak investigation file can turn a defensible decision into a liability. Your employee learns to plan, interview, weigh evidence, and write findings that stand up to scrutiny.
2. **Assessed, not just attended.** The interview and the findings report are each assessed against a published rubric, so you know the skill was demonstrated.
3. **Legal perspective built in.** An experienced attorney leads two segments on the duty to investigate, privilege, interim measures, and retaliation after close.

WHAT YOUR EMPLOYEE GAINS

- **The Professional Certificate in Workplace Investigations:** with two assessed skills: the interview and the findings report
- **A full solo interview:** coached live by the lead trainer
- **Two attorney-led segments:** on the duty to investigate, privilege, how the file reads in litigation, and retaliation after close
- **Templates:** for the plan, the interview, and the findings report

RECERTIFICATION CREDITS

30 SHRM · 30 HRCI

Conflict Management Institute is a SHRM Recertification Provider and an HRCI pre-approved provider. This program is approved for 30 SHRM PDCs and 30 HRCI (General) recertification credit hours. Credit details are issued to the participant on completion.

2027 DATES	FORMAT	INVESTMENT	TEAM RATES
June 21–25, 2027 (CMI alumni) **October 4–8, 2027**	**Live virtual** 9:00 AM–5:00 PM ET / 8:00 AM–4:00 PM CT, on Zoom	**$1,895 per person** Early $1,695 through Sep 3 (October). Invoice and W-9 on request	**5% to 15% off** 2–4 seats 5%, 5–9 10%, 10+ 15%

Led by Faith Knight. Founder of Knight Mediations, with 20+ years and 1,500+ mediations conducted. Florida Supreme Court Certified Circuit Civil Mediator, Oklahoma Supreme Court Certified Civil and Family Mediator, and Distinguished Credentialed Mediator with the Texas Mediator Credentialing Association. Master's degree in HR and Business.

Built for internal HR practitioners. Some states restrict external investigations to attorneys and licensed investigators.

Register: conflictmanagementinstitute.org · Professional Certificate in Workplace Investigations
Invoice or W-9: support@conflictmanagementinstitute.org
Questions: James Hubbs, Client Success Manager · james@conflictmanagementinstitute.org · 918-779-0010

CONFLICT MANAGEMENT INSTITUTE

TRAINING REQUEST

FILL IN, SIGN, AND HAND TO YOUR MANAGER

REQUEST TO ATTEND WORKPLACE INVESTIGATIONS

TO (APPROVER)

FROM (EMPLOYEE)

JOB TITLE AND DEPARTMENT

DATE

I'm requesting approval to attend the Professional Certificate in Workplace Investigations from the Conflict Management Institute, four and a half live virtual days. I'll learn to plan and conduct workplace investigations and write findings that hold up, with an assessed interview and report, and the program earns 30 SHRM PDCs and 30 HRCI recertification hours.

COHORT I'M REQUESTING (2027)

- ☐ June 21–25 (CMI alumni)
- ☐ October 4–8

COST AND TIME

$1,895 tuition
$1,695 early; $1,495 June alumni cohort

4½ days
Live on Zoom, 9:00 AM–5:00 PM ET; no travel cost

30 + 30 credits
SHRM PDCs and HRCI (General) hours, approved

HOW I'LL USE THIS IN OUR ORGANIZATION

APPROVAL

☐ Approved ☐ Not approved

APPROVER NAME AND TITLE

BUDGET OR COST CENTER

SIGNATURE

DATE

To pay: register by card at conflictmanagementinstitute.org · Professional Certificate in Workplace Investigations, or email support@conflictmanagementinstitute.org for an invoice or W-9. Questions go to **James Hubbs**, Client Success Manager, at james@conflictmanagementinstitute.org or 918-779-0010.