

**TO:** HROs and EEO Coordinators

**FROM:** Lesley T. Farmer, Director of EEO & Assistant General Counsel  
Department of Human Resources

**DATE:** August 26, 2015

**Subject:** Investigations Training Course

The Tennessee Department of Human Resources is offering a workshop entitled, **Investigations: Discrimination and Harassment Claims** on Thursday, October 1, 2015 from 8:30 to 4:30 p.m. to assist individuals who are designated as responsible for investigating discrimination and harassment complaints. Agency legal counsels are also encouraged to attend. This workshop includes a pre-requisite: the one-day **The Respectful Workplace for Managers** course.

Employees who wish to enroll in these classes should register through agency training coordinators. Please share this information with individuals who may be responsible for agency investigations, as well as your legal counsel. If you need assistance, please contact Lesley Farmer, EEO Director and Assistance General Counsel at (615) 253-7685 or [Lesley.T.Farmer@tn.gov](mailto:Lesley.T.Farmer@tn.gov).

**Course Name:** Investigations: Discrimination and Harassment Claims

**Course Number:** IDHC1000 | **Activity Code #** HR-INVESTDOHR-statewide1

**Date:** October 1, 2015

**Time:** 8:30 to 4:30

**Location:** 505 Deaderick Street, 1<sup>st</sup> Floor – Training Room 3

**Description:** When faced with a harassment complaint, an agency should respond promptly and thoroughly. If you are the person responsible for investigating such a claim, you need to know how to conduct an investigation that addresses the issues appropriately and that is sensitive to the rights of both the alleged victim and the accused. Participants will learn the basic legal foundation for harassment and discrimination claims and will apply that knowledge during this intensive and practical course. Using an interactive format, participants will learn how to (1) take an initial complaint; (2) turn that information into an investigation plan; (3) interview parties involved in a claim; and (4) reduce the information gathered into an investigative memorandum.