

<b>OVERVIEW:</b>	This training series is for any individual who conducts workplace HR investigations or for individuals currently in HR positions who are interested in moving into a workplace HR investigator role. This course provides information and tools needed to effectively identify the scope of an investigation, conduct fact finding interviews and write reports for workplace HR investigations.
<b>AUDIENCE:</b>	State employees who conduct workplace HR investigations or individuals in HR positions who are interested in moving into a state HR investigator role.
<b>LENGTH:</b>	Four 4-hour sessions. This training will be delivered virtually via Teams.
<b>COST:</b>	\$0
<b>TOPICS:</b>	<ul style="list-style-type: none"><li>• Review of Online Training</li><li>• Investigation Preparation</li><li>• Conducting Interviews</li><li>• Report Writing</li><li>• Investigation Case Management</li><li>• Trauma Awareness</li><li>• Discrimination and Harassment</li></ul>
<b>REGISTRATION:</b>	<p>To register go to <a href="#">the course in Workday</a> (you will be prompted to log into Workday first). Once you are logged in, you'll go directly to the course overview page.</p> <p>Requestors will automatically be moved to a waitlist. Eligible participants will be moved from the waitlist into the cohort upon review, up to a maximum of 24 participants per cohort.</p>
<b>ATTENDANCE POLICY:</b>	Participants must attend all four (4) sessions as scheduled or attend a makeup session in another cohort.
<b>CANCELLATION POLICY:</b>	A participant may cancel a registration up to five (5) days before the start of the first class.
<b>QUESTIONS:</b>	If you have any questions about the program, please contact <a href="mailto:chro.policy@das.oregon.gov">chro.policy@das.oregon.gov</a> .

**2026 COHORT SCHEDULE**

**VIRTUAL INSTRUCTOR-LED COURSE**

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March Cohort

Sessions	Date	Time
Virtual Session 1	March 10, 2026	8 am to 12pm
Virtual Session 2	March 17, 2026	8am to 12pm
Virtual Session 3	March 24, 2026	8am to 12pm
Virtual Session 4	March 31, 2026	8am to 12pm

April Cohort

Sessions	Date	Time
Virtual Session 1	April 8, 2026	1pm to 5pm
Virtual Session 2	April 15, 2026	1pm to 5pm
Virtual Session 3	April 22, 2026	1pm to 5pm
Virtual Session 4	April 29, 2026	1pm to 5pm

May Cohort

Sessions	Date	Time
Virtual Session 1	May 6, 2026	8am to 12pm
Virtual Session 2	May 13, 2026	8am to 12pm
Virtual Session 3	May 20, 2026	8am to 12pm
Virtual Session 4	May 27, 2026	8am to 12pm

June Cohort

Sessions	Date	Time
Virtual Session 1	June 8, 2026	1pm to 5pm
Virtual Session 2	June 15, 2026	1pm to 5pm
Virtual Session 3	June 22, 2026	1pm to 5pm
Virtual Session 4	June 29, 2026	1pm to 5pm

July Cohort

Sessions	Date	Time
Virtual Session 1	July 7, 2026	8am to 12pm
Virtual Session 2	July 14, 2026	8am to 12pm
Virtual Session 3	July 21, 2026	8am to 12pm
Virtual Session 4	July 28, 2026	8am to 12pm