



CCPA Seminar: Conducting Serious Incident Investigations –  
Abuse & Neglect Training  
November 3 & 4, 2010 (Two Day Intensive Course)

*Presented by Antone Aboud of Labor Relations Alternatives (LRA)*  
[www.lraconsultants.com](http://www.lraconsultants.com).

***Limited Space Available!***

CCPA Member Cost: \$400 per registrant

Non-Member Cost: \$499 per registrant

CCPA has scheduled the 2-day training, **Conducting Serious Incident Investigations**, to be held at the CCPA Office on **November 3 & 4, 2010 from 9:00 – 4:30 pm**. (Please note that a continental breakfast is included in the cost; however lunch is not provided. Information about nearby restaurants will be available).

**Space is limited to 15 participants, and will be granted on a first paid, first served basis.** Please register your staff early to secure their spots. In addition to receiving a 60-page Investigations Manual prepared for this curriculum, participants will learn:

1. The role of speed, thoroughness and objectivity in the conduct of a real investigation;
2. Fundamental definitions, such as relevance, types of evidence and forms in which evidence is collected;
3. The conduct of successful interviews, including SLICING THE BOLOGNA when asking questions;
4. Proper methodologies in developing written statements and other documentary records associated with the interview process;
5. The collection and preservation of physical evidence; and,
6. Reconciling conflicting evidence.

**Registration Information for CCPA Training - Conducting Serious Incident Investigations**

CCPA requires registration and pre-payment for all events. Please register through any of the options below to ensure your spot. **Please note:** If received in writing 10 working days prior to the day of the event, CCPA will refund your registration, less a \$75 administrative fee. Registrants will be responsible for full payment after this deadline.

Send cancellation requests to [kmaigarie@ccpa-inc.org](mailto:kmaigarie@ccpa-inc.org). We're sorry, but CCPA will not issue refunds for no-shows; substitutions are always welcome.

**3 Ways to Register for Conducting Serious Incident Investigations:**

- 1) Register online at <http://ccpa-inc.org/EventRegistration.aspx?id=884> via credit card. Please note that when registering online, you are signing up for a 2-day event, November 3<sup>rd</sup> *and* November 4<sup>th</sup>, (even though only the 11/3/10 date is displayed).
- 2) Complete this form and mail with payment to: CCPA, 35 Cold Springs Rd, Suite 522, Rocky Hill, CT 06067-3165
- 3) Complete this form **with Purchase Order number**, and fax to (860) 257-7777.

Please copy this registration form as needed. Questions? Please contact Kendra Maigarie, Manager of Member Services at [kmaigarie@ccpa-inc.org](mailto:kmaigarie@ccpa-inc.org) or (860) 257-7909.

Name \_\_\_\_\_

Title \_\_\_\_\_

Agency \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Purchase Order # \_\_\_\_\_

**CCPA**

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