



# How To Conduct Thorough and Effective Investigations

## A Practitioner's Approach For Educational Administrators and School Personnel



Today's school leaders are navigating increasingly complex situations involving student misconduct, employee concerns, Title IX matters, discrimination, and school safety. Premier ED Leader Resources LLC provides practical, hands-on training designed to help administrators conduct clear, consistent, and defensible internal investigations.

Our training focuses on Level 1 incidents, including:

- Bullying and harassment
- Discrimination and EEO/AA concerns
- Employee misconduct
- Title IX matters
- School safety-related situations

Learning Outcomes

- Preparatory Actions
- Investigation Process Planning
- Interview and Documentation Strategies
- Analytical Summary and Reporting Skills



**Captain Tony Knox, Retired**, served 33 years with the Des Moines Police Department, including leadership of the Office of Professional Standards (Internal Affairs) during the final five years of his career. His background includes extensive experience in criminal investigations, advanced investigative training, and interview techniques, including coursework through the FBI.



**John W. Elkin** brings over 20 years of educational leadership experience, including roles as principal, assistant superintendent, and superintendent. He has conducted and coordinated numerous investigations involving Title IX, discrimination, safety, and employee misconduct. John currently serves as Deputy Director/Chief of Staff for the Iowa Department of Education.

Our approach utilizes over 50 years of combined investigative experience and offers a unique blend of best practices from both the education and law enforcement sectors.

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@PremierEDLeader



North Polk CSD 12/15/23 (6 Total Districts)

# Onsite District Training

*Delivering the expertise and content to you*

## Benefits of Onsite Training

- Convenience and efficiency
- Reduced expense
- Flexible scheduling
- Exclusive session customized to address site-specific needs
- Contextual learning
- Enhanced team collaboration
- Increased employee engagement

## Guidelines & Costing

- **Minimum** class size 6 participants
- **Maximum** class size 30 attendees
- **Timeline:** 9:00 am to 2:00 pm with built-in breaks and 30 minute lunch
- **Host site:** \$300/person
- **Guest district:** \$325/person

*For more information, please call:*

**John:** (515) 249-3309

or

**Tony:** (515) 249-0824

## CLIENT TESTIMONIALS

*"The Iowa Falls and Alden Administrative Team was thoroughly impressed with the information and real-life scenarios that this training provided. It was just not another talk about theory of practice or the law, it was a chance to reflect on past practices, fully look at our current process, and engage in meaningful dialogue with the presenters that gave us real-time feedback and a chance to improve starting that day. The entire team was able to debrief after the meeting and we have already looked to align more processes based on this training. We would highly encourage other administrative teams to consider this personalized and meaningful training."*



**Dr. Tony Neumann, Superintendent**

Iowa Falls and Alden Community School Districts

*"Great use of time. I would recommend taking your administrative team along with HR to this training periodically."*

**Mark Dohmen - Superintendent, North Cedar CSD**

*"The training was really helpful for me and the direction provided by Tony and John was really beneficial."*

**Chad Garber - Superintendent, Williamsburg CSD**