

**FOR IMMEDIATE RELEASE**

**ACCLAIMED HR AUTHORITY KELLY CHARLES-COLLINS RELEASES NEW BOOK,**

***ACE YOUR WORKPLACE INVESTIGATIONS***

*Timely, insightful guide helps companies of all sizes effectively explore and address employee complaints*

**TAMPA, FL – Aug. 25, 2018** – To provide employers with a blueprint for conducting effective internal investigations and a fresh perspective on human resources risk management, Kelly Charles-Collins, Esq., MBA debuts her book, *Ace Your Workplace Investigations: A Step-by-Step Guide for Avoiding Friction, Covering Your Assets, and Earning Employee Trust.*

To help alleviate disruptive, time consuming and costly internal investigations and make the process simpler for all involved, Charles-Collins has crafted a user-friendly resource that explains how to standardize your investigative process, enhance your company atmosphere and culture, convert your “peanut gallery” employees into raving fans, and preserve company assets without sacrificing employee satisfaction and productivity.

The 177-page guide is divided into seven actionable sections featuring case studies and interactive exercises for employers, employees and HR professionals:

1. **FOUNDATION** - The benefits of investigation
2. **PLAN** - Setting the stage for the investigation
3. **PREPARE** - Analyzing the complaint, selecting the investigator, and preparing for witness interviews
4. **EXECUTE** - Conducting the interview and gathering physical evidence
5. **DECIDE** - Deliberating and taking corrective action
6. **COMMUNICATE THE DECISION** – Informing all parties involved of the investigation outcome
7. **CULTIVATE** – Earning trust and reaping the benefits

“In addition to monetary costs, disregarding problems or burying your head in the sand can negatively impact your reputation, goodwill, employee perceptions and turnover,” added Charles-Collins. “Embrace workplace investigations as opportunities to find out what’s going on in your business, affecting staff productivity, eroding employee trust, and ultimately impacting your bottom line.”

Owner of HR Legally Speaking and an authority in human resources issues and employment law, Charles-Collins has successfully defended organizations ranging from small businesses to Fortune 100 companies against employee lawsuits for more than 20 years. She is also a sought-after public speaker, consultant, trainer, coach, arbitrator and Human Resources expert.

“I believe that HR, at its best, is an interactive, collaborative process between management and employees driven by open communication, shared goals and mutual benefit,” explained Charles-Collins. “By leveraging the “3 C’s” – Communicate, Collaborate and Cultivate – business owners, HR professionals and managers can develop healthy, inclusive, respectful, environments that deliver results.”

To purchase *Ace Your Workplace Investigations: A Step-by-Step Guide for Avoiding Friction, Covering Your Assets an Earning Employee Trust*, visit [www.kellycharlescollins.com/ACE-BOOK.](http://www.kellycharlescollins.com/ACE-BOOK.) It is also available in paperback and eBook versions on Amazon.

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