

## BE CERTIFIED TO INSTRUCT

### INTAKE and INVESTIGATION SKILLS HARASSMENT, DISCRIMINATION, BULLYING, TITLE IX

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Be trained to investigate complaints of harassment, discrimination, bullying and employee misconduct, assuring Title IX Compliance and instruct the McGrath Intake and Investigation Course within your organization. This intensive Instructor Certification Course is 4 days and includes small group activities, roleplay, and up front delivery with individual coaching from Mary Jo McGrath during the course.

**Date: June 24 through 27, 2019 in Santa Barbara, California**

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#### You will learn and be able to instruct how to:

1. **Conduct thorough, objective intake of** concerns, reports and complaints, **initial inquiries**, and formal **investigations**; and, **instruct others** in your school district.
2. **Apply the key distinction between socio/emotional behavior change and legal compliance** related to intervention, reporting and investigation.
3. **Be fluent in a practical, step-by-step framework, which includes clear working definitions** of harassment, discrimination and bullying, that provides:
  - a. The “how to” of investigating, interviewing and report writing
  - b. Steps to determine what type of investigation is warranted – site level or district.
  - c. Guidance to implement a uniform system throughout the organization
  - d. Understanding of the liability of district, site, administrators and staff for noncompliance with Federal and State statutes, and violations of civil rights and District policies (OCR, Title IX, Title IV, Title VII etc. and ESSA).
4. **Be skilled in the McGrath 5-Five Point Criterion**, which is an analytical model for knowing what to look for and how to conduct legally fit, educationally sound intake of concerns and complaints, inquiries and investigations.

**5. Learn and practice specialized interviewing questions and techniques** that get to the root cause of the incident, to help stop the harm and reduce district liability in potential lawsuits.

**Requirements for Certification Include:**

- Successful completion of the multi-day Instructor Certification Course conducted by McGrath and submission of copies of evaluations of all McGrath Intake and Investigation trainings conducted by a Local Certified Instructor.
- Utilize the in-depth resources in your training of others that are included: an Instructor Manual, Participant Manual, comprehensive scripts, and PowerPoint.
- Cost of the 4-Day Instructor Certification Course includes 5 years of certification for each candidate to instruct locally within their school district, as well as all Instructor Certification materials. There is a separate fee for a 5-Year Site License for the district.
- When the Local Certified Instructors train within their school district there is a User License and Learning Materials fee per participant due to McGrath Training Systems. For more information on cost of training please email [infomcgrath@gmail.com](mailto:infomcgrath@gmail.com) or call (800) 733-1638.

**[CLICK HERE TO SCHEDULE  
A REGISTRATION CONSULTATION](#)**

**About the Trainer**

Mary Jo McGrath, course developer and attorney-at-law has pioneered this course.



She teaches school and district personnel how to conduct legally fit investigations of harassment, discrimination and bullying incidents. She is a nationally recognized speaker, expert witness, and author of two books on this topic; her latest is *Bullying and Harassment Solutions for Schools: How to Educate, Investigate and Remediate*.

Mary Jo McGrath, JD

