

Do your workplace investigations **MEASURE UP?**

Training for HR Professionals: October 18-20, 2011 in Halifax **NEW**

2-Day Basic Workplace Investigation Techniques

Almost all employers have faced complaints of discrimination, harassment, or violence in the workplace.

Recent statutory changes across Canada mean knowing what to do next is critical.

Join Canada's leading experts on workplace investigations and learn:

- What circumstances trigger an investigation
- Whether an investigation should be conducted internally or externally
- How to determine your mandate
- What to include in pre-investigation communications
- Who to interview, and in what order
- How to prepare for and conduct interviews
- How to collect and record evidence

Participants will practice their investigation skills by conducting a live interview with a complainant, respondent or witness.

Already know the basics?

Register for Advanced Topics in Conducting Internal Workplace Investigations March 1, 2012 in Toronto.

**The workplace is changing.
Get ready.**

1-Day Report Writing Workshop (Optional)

Once you know how to conduct the workplace investigation, learn:

- How to write a thorough and defensible report that will "stick"
- How to organize your report and what to include in it
- How to deal with credibility issues
- How to deal with tricky evidentiary issues
- How to avoid common reporting pitfalls

REGISTER TODAY



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