

**WE INVITE YOU TO ATTEND - THE FOLLOWING 3 DAY WORKSHOPS**  
**HARASSMENT INVESTIGATION**  
**Level One and Level Two**

**DATE:** November 20,21, 22<sup>nd</sup>, 2006 Level 1  
November 23, 24, 25<sup>th</sup>, 2006 Level 2

**TIME:** 9:00 a.m. - 4:30 p.m.

**LOCATION:** Holiday Inn Airport West  
2520 Portage Avenue  
**Winnipeg, MB**

**REGISTRATION FEE:** \$850.00 + GST per participant *per workshop*  
\$950.00+GST if registered after October 26<sup>th</sup>  
Final registration date is November 6<sup>th</sup>, 2006

**TO REGISTER:**

- Complete form (on reverse) and fax to 204 831 7661
- Include a copy with your payment (credit cards not accepted)
- All payments required prior to the workshops
- Confirmation of registration will be provided via fax or email

**Level One:** This workshop is designed to provide participants with the skills needed in order to conduct a careful and thorough investigation. Participants will learn to:

- Recognize the differences between investigating harassment complaints as opposed to any other workplace incidents.
- Dispel the myths and false perceptions that can significantly cloud the judgment of even the best investigators.
- Recognize when early problem resolution may become possible.
- Know the right questions to ask, who to ask them of, and when you have enough information - to make a proper decision.

**Level Two:** This 3 day workshop carries the investigator to the next crucial stages of investigation work; interviewing witnesses, writing statements and getting them signed off by the witnesses, conducting re-direct interviews and forming a decision (and basis for the decision) on the case. This is achieved through continual feedback as interviews are conducted and ongoing hands-on critiquing on an individual basis.

Employers and unions will learn to appreciate the importance of facing this problem together to arrive at a lasting and equitable solution for all parties concerned. Each step in conducting investigations is thoroughly covered and participants are involved in a mock investigation where professional actors play the part of the complainant and respondent. Prior attendance in our Level One program is recommended.

**The Facilitators:**

Hill Advisory Services and Associates brings together over twenty five (25) years of experience in the field of human resources. As the lead facilitator, Cam Hill has been specializing in the field of sexual harassment and harassment since 1981 and is often asked to provide her expertise on radio, television and in the newspaper. In addition, Hill Advisory Services:

- Offers extensive experience as trainers, investigators and as labour relations specialists
- Provides a team of seasoned professionals who combine their knowledge and experience to design lively, informative and highly educational and practical workshops

Visit us at:

[www.hilladvisory.com](http://www.hilladvisory.com)

for a complete overview of Course Outlines and Services

**SEATING FOR THIS SESSION IS LIMITED, AVOID DISAPPOINTMENT AND REGISTER EARLY!**

Final closing date for registration is November 6th

There will be no refunds after this date, but alternate attendees will be accepted

*Stop by our booth at the HRMAM conference, October 18<sup>th</sup> and 19<sup>th</sup> to view a sample of our new Harassment Awareness & Prevention E Learning!*

**Registration for Harassment Investigation Workshops- Level 1 and 2 - Winnipeg**

**Level 1:** Nov 20,21, 22<sup>nd</sup> - **\$850.00 + GST** (\$950.00+GST after Oct 26)  
**Level 2:** Nov 23, 24, 25<sup>th</sup> - **\$850.00 + GST** (\$950.00 + GST after Oct 26)  
**Lever 1&2:** Nov 20-25<sup>th</sup> - **\$1600.00 +GST** (\$1700.00+GST after Oct 26)

Participant's Name(s): \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No. \_\_\_\_\_ Payment Enclosed: \_\_\_\_\_

Workshop to attend:      Level One                                      Level Two                                      *(please check)*

e-Mail: \_\_\_\_\_ (email address is mandatory for level two)

**TO COMPLETE REGISTRATION, FAX REGISTRATION FORM TO: 204-831-7661**

**PAYMENTS TO:**

**HILL ADVISORY SERVICES, 57 B Apple Lane**

**Winnipeg, Manitoba R2Y 2G9**

Payment is required prior to attending – sorry, we do not accept credit cards

*For more information phone or fax: (204 831 7661), or e-mail Sheri, [sswain@hilladvisory.com](mailto:sswain@hilladvisory.com)*