

Hill Advisory Services is a leader in the area of dealing with conflict in the workplace. Since 1990 we have been investigating cases of harassment and discrimination Canada wide. We train internal investigators in the same safe, reliable and respectful techniques that we use to conduct fair, thorough and effective investigations. We believe that training can help eliminate conflict and have developed courses to serve that vision.

We invite you to attend the following sessions:

<p>Harassment Investigation Level One November 26, 27, 28th, 2007 Richmond, BC</p> <p>REGISTER BY OCTOBER 1ST AND SAVE</p>	<p>Harassment Investigation Level Two November 29, 30th & Dec 1st, 2007 Richmond, BC</p> <p>REGISTER BY OCTOBER 1ST AND SAVE</p>
<p>This three day workshop is designed to provide participants with the skills needed in order to conduct a careful and thorough investigation. Participants will learn to:</p> <ul style="list-style-type: none"> 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. <p>In addition to <i>preparing for the interview, questioning techniques, statement writing</i> and the <i>final report</i>, participants assess the information collected from the interviews to decide what further interviews are needed, what evidence has been substantiated and what evidence needs to be substantiated .</p>	<p>This three 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.</p> <p>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. Level Two builds upon the skills and theories of Level One, prior attendance in our Level One program is recommended.</p> <p>Some other topics include reviewing different types of evidence, preparing questions for re-direct interviews, and discussions on reports – the details and the wording.</p>

To see a recent client list, obtain course outlines or hear what past workshop participants had to say about us please visit our website at

www.hilladvisory.com

SEATING IS LIMITED – EARLY REGISTRATION IS RECOMMENDED

Register by October 1st and save!

Level 1: November 26,27,28th - \$ 850.00 + GST (\$ 950, after October 1st)
Level 2: November 29, 30 & Dec 1st - \$ 850 + GST (\$ 950, after October 1st)
Lever 1&2: November 26th – Dec 1st - \$1600.00+ GST (\$1700, after October 1st)

Participant's Name(s): _____

Title: _____ Department: _____

Company: _____

Company Address: _____

City: _____ Province: _____ Postal Code: _____

Phone No: _____ Fax No. _____

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

e-Mail: _____

1. To register, fax completed form to 204-831-7661
2. Hill Advisory Services will return confirmation, an invoice and conference details to you (via fax or email). Confirmation from Hill Advisory is required to guarantee your registration. Payment is required prior to attending, an invoice will be supplied with your confirmation.
(sorry - we do not accept credit cards)

Questions? Contact:

Contact Sheri, sswain@hilladvisory.com or call 204 831 7661

Or visit our website, www.hilladvisory.com for more information or course outlines

Sessions will be held at The Best Western Richmond Inn, 7551 Westminster Hwy

Sessions begin at 9am each day, until approx. 4:30pm

Final registration date is October 15th, 2007

There are no refunds after final registration, credit towards future attendance or alternate attendee will be accepted