

**WE INVITE YOU TO ATTEND - THE FOLLOWING WORKSHOPS**

## **HARASSMENT INVESTIGATION**

### **Level One and Level Two**

DATE: May 5 - 7<sup>th</sup> 2008 Level 1 3 day program  
May 5 - 10<sup>th</sup> 2008 Level 1 & 2 6 day program

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

LOCATION: Hotel Saskatchewan Radisson Plaza  
2125 Victoria Avenue, Regina, SK

REGISTRATION FEE \$ 950 + GST Level One  
& DEADLINE: \$1800 + GST Level One and Two

Early registration pricing in effect until March 14<sup>th</sup>, 2008

TO REGISTER: ? Complete form (on reverse) and fax to 204 831 7661  
? Hill Advisory will return a confirmation, and billing via fax or email  
? Confirmation is required to ensure attendance as seating is limited  
? Payments due prior to workshop (credit cards are not accepted  
an invoice will be supplied)

### **Level One:**

**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:**

- ? **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 three day workshop carries the investigator to the next crucial stages of investigation work; interviewing witnesses, writing statements and getting them approved 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. On-going direct feedback is provided by our experienced investigators. Prior attendance in Level One is required.**

## Who could benefit?

- ? Human Resource Managers, Management in charge of discipline
- ? Front Line Management personnel involved in the early stages of conflict
- ? Internal Harassment Investigators
- ? Labour Relations and Union staff

## Our Facilitators:

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 developed courses to serve that vision.

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

Final registration date is April 11<sup>th</sup>, 2008

There are no refunds after April 11<sup>th</sup>, Alternate attendees will be accepted, or credit towards future event (for 1 year)

### Registration for Harassment Investigation Workshops- Level 1 and 2 - REGINA

<b>Level 1:</b>	<b>May 5 - 7<sup>th</sup>, 2008</b>	<b>\$ 950 + GST</b>	<b>(\$1050 + GST after March 14<sup>th</sup>)</b>
<b>Lever 1&amp;2:</b>	<b>May 5- 10<sup>th</sup>, 2008</b>	<b>\$1800 + GST</b>	<b>(\$1,900+ GST after March 14<sup>th</sup>)</b>

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

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

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

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

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

Phone No: \_\_\_\_\_ Fax No. \_\_\_\_\_

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

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

1. To register, fax completed form to 204-831-7661                      *Early pricing in effect until March 14<sup>th</sup>*
2. Hill Advisory Services will return confirmation and billing to you via fax or email  
Confirmation from Hill Advisory Services is required to guarantee seating
3. Payments are due prior to the workshop, an invoice will be supplied. Please forward payments to:  
Hill Advisory Services, 57 B Apple Lane , Winnipeg, Manitoba R2Y 2G9

Contact Sheri, [sswain@hilladvisory.com](mailto:sswain@hilladvisory.com) for more info, or phone 204-831-7661