

WE INVITE YOU TO ATTEND - THE FOLLOWING WORKSHOPS

HARASSMENT INVESTIGATION

Level One and Level Two

DATE: March 31st - April 2nd 2008 Level 1 3 day program
March 31st - April 5th 2008 Level 1 & 2 6 day program

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

LOCATION: Hilton Garden Inn West Edmonton
17610 Stony Plain Road, Edmonton, AB

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

Register by December 15th, 2007 to obtain reduced pricing

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 (sorry, 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. Confirmation of availability from Hill Advisory will be provided as seating is limited in our Level Two program.

Course outlines can be viewed at www.hilladvisory.com

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 January 17th, 2008

There are no refunds after Jan 17th, Alternate attendees will be accepted, or credit towards future event (for 1 year)

Registration for Harassment Investigation Workshops- Level 1 and 2 - EDMONTON

Level 1: **March 31st-April 2nd** **\$ 950 + GST (\$1050 + GST after Dec 15th, 2007)**

Lever 1&2: **March 31st – April 5th** **\$1800 + GST (\$1,900+ GST after Dec 15th, 2007)**

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 Dec 15th, 2007*
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 for more info, or phone 204-831-7661