



Conducting Workplace Investigations

Regina, SK
November 18-19, 2019

OVERVIEW:

AS HR Business Partners we are called upon to conduct investigations.

Learn what an investigation entails; the role of the HR practitioner; the role of supervisors/managers, and the role of senior leaders in the process. This workshop provides a logical four-phase process for conducting investigations as well as checklists within each phase to ensure everything necessary is addressed. This ranges from what is immediately required when a situation occurs or is reported, to planning the investigation, to conducting the investigation, and finally to the completion of the investigation report.

The objectives of the two days are:

- Demonstrate an understanding of the complexity of conducting workplace investigations;
- Identify the major components included in an investigation; and
- Be able to manage the critical processes required at each stage of the investigation.

Throughout the two-day workshop there are individual as well as team exercises and activities that will develop and build upon the participants skills and abilities.

OUR PRESENTER:

Holly Hobbs, IPMA-ACP

Holly is an experienced Human Resource professional with more than 20 years of experience in the areas of labour relations, employee relations, training and development and project management. Her work has included many years of experience at a senior and executive level in both the Human Resources and Management fields with a variety of organizations.

Her areas of expertise are in negotiations, workplace investigations, mediations, change management and facilitation. She has a passion for not only connecting with individuals but also helping them grow as individuals as well as in their career. Therefore, she is also very involved with mentoring, from designing and implementing mentoring programs to one-on-one mentoring in her areas of expertise.

Holly's strong knowledge base combined with her extensive and diverse career allows her to draw from a variety of experiences and provide clients with innovative thinking and sound decision making.

Member Rate: \$650
Non-Member Rate:
\$850

Register online at www.ipma-aigp.com or email the registration form on the reverse side to national@ipmaigp.ca

Registration Form

Conducting Workplace Investigations

Name	
Position	
Organization	
Email	
Telephone	
Member Rate	\$650.00 plus applicable taxes
Non-Member Rate	\$850.00 plus applicable taxes
VISA/MC/AMEX	
Expiry Date	
Signature	
Invoice Me At:	

Cancellation Policy:

Substitutions will be allowed but no refunds will be issued unless written notice is received prior to September 6, 2019. IPMA-Canada reserves the right to cancel and refund registrations within seven (7) days of the start of the workshop.

Forward Payment to:

**IPMA-Canada
20 Edwards Place
Mount Pearl, NL
A1N 3V5**

