



Conducting Workplace Investigations

Online Delivery

Offered as Follows:

October 19,20,28,29, 2020
4:00 p.m. to 8:30 p.m. EST

November 23-26, 2020
12 noon to 3:30 p.m. EST

January 18, 19, 25, 26, 2021
12 noon to 3:30 p.m. EST

February 8, 9, 15, 16, 2021
12 noon to 3:30 p.m. EST

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

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

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.