



## Conducting Workplace Investigations

### 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.

### ONLINE

**October 21, 22, 28 &  
29, 2021**

**12 noon to 3 p.m. EST  
each day**

**Member Rate: \$650**

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

Register online at [www.ipma-aigp.com](http://www.ipma-aigp.com) or email the registration form on the reverse side to [ipmacanada@ipma-aigp.com](mailto:ipmacanada@ipma-aigp.com)

# Registration Form

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**ONLINE**

**October 21, 22, 28, 29, 2021**

**12 noon to 3 p.m. EST each day**

Name		
Position		
Organization		
Email		
Telephone		
Member Rate	\$650.00 plus applicable taxes	
Non-Member Rate	\$850.00 plus applicable taxes	
CPHR Member Rate	\$650.00 plus applicable taxes	
VISA/MC/AMEX		
Expiry Date		CVD # (3 numbers on back of card)
Signature		
Invoice Me At:		

**Cancellation Policy:**  
Substitutions will be allowed but no refunds will be issued unless written notice is received prior to **June 30, 2021**. 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**

**P.O. Box 4011**

**Mount Pearl, NL**

**A1N 0A1**

[ipmacanada@ipma-aigp.com](mailto:ipmacanada@ipma-aigp.com)

