

# LEADERSHIP & MANAGEMENT

QNET presents:

## Conducting Workplace Investigations: *Harassment Complaints and Beyond*

Thursday, January 25, 2018 – 8:15 a.m. to 4:15 p.m.

Location: QNET – Suite 660, 175 Hargrave Street, Winnipeg

If you are an HR professional, manager, supervisor, Health and Safety Manager, Union representative, or lead hand, you may find yourself responsible for conducting investigations into workplace incidents, problematic employee behavior or harassment complaints.

Conducting a workplace investigation can be challenging in and of itself, never mind the heightened expectation of the Courts that workplace investigations must be done right.

It is critical that anyone conducting a workplace investigation today, especially in light of high profile workplace harassment cases, have the essential knowledge and skills to conduct a prompt, thorough and fair investigation.

### Workshop Outline:

- The Purpose and Benefits of an Investigation
- Preliminary Steps After an Incident
- The Investigation Process
- Choosing an Investigator/ Qualities of an Investigator
- Preparing an Investigation Plan
- Techniques for Recording Information
- Interviewing Successfully
  - Investigation Role Play
  - Dealing with Credibility
- Weighing the Evidence
- The Investigation Report

**Facilitator:** Priti Shah is a lawyer, mediator, arbitrator, investigator and facilitator and operates *PRAXIS Conflict Consulting*. Priti has conducted more than 160 mediation sessions and is trained as a Human Rights Investigator to deal with complaints of harassment or discrimination. In addition to equality, diversity and harassment, Priti trains in the areas of effective communication, conflict resolution, negotiation and mediation skills, and board development. In 2005, Priti was awarded the Woman Entrepreneur of the Year Award for Contribution to Community from the Women Business Owners of Manitoba.

### This workshop is:

- An optional course in the 70 credit hour QNET Certificate in Management Development (CMD).
- Eligible for credit in the CAM:OE (Certificate in Applied Management: Organizational Effectiveness) in partnership with the University of Manitoba, Continuing Education.
- Approved for 7 CPHR Continued Professional Development Hours by CPHR Manitoba.
- Presented by QNET in partnership with APICS, Manitoba Aerospace, CPHR Manitoba, Manitoba Education and Training

### Fee: (includes a light lunch)

- \$ 379.00 + GST for Members of QNET / CPHR / APICS / MB Aerospace
- \$ 449.00 + GST for Non-Members

**REGISTER ONLINE at [www.qnet.ca](http://www.qnet.ca)**



**QNET**  
Suite 660, 175 Hargrave Street  
Winnipeg, MB, R3C 3R8  
Phone: (204) 949-4999  
Fax: (204) 949-4990  
mail@qnet.ca  
www.qnet.ca