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Webinar participants will receive an online link to access the program materials as part of their registration fee

In-class participants material selection: Print Digital Both (an additional charge of \$99 will apply)

TORONTO - November 15, 2018 **WEBINAR** - November 15, 2018
 Thomson Reuters
 333 Bay St, 29th Floor, Toronto, ON
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REGISTER BEFORE OCT. 12, 2018 AND SAVE \$300 - USE PROMO CODE:EARLYBIRD2018

*DISCOUNT ONLY APPLIES TO IN-CLASS

PRICES*:

In-Class \$1195 + applicable taxes	Webinar \$995 + applicable taxes
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***WEBINAR PRICE CLARIFICATION**

Please note, these prices are on a per-person basis. For payment of the price for one person, only one individual is allowed to be logged in and viewing at a time. To inquire about Group Rates, please see the contact information below.

CANCELLATION AND REFUND POLICY:

Full refunds, less a \$250.00 (plus applicable taxes) administration fee, will be given for cancellations received in writing 10 business days before the course start date. Unfortunately, refunds cannot be provided after this date. Substitution of delegates may be made at any time. Please note that Lexpert reserves the right to cancel any course deemed necessary and will, in such an event, make a full refund of registration fees paid. With this said, Lexpert is not responsible for any travel expenses incurred. For reasons beyond the control of the course organizer, it may be necessary to change the subject agenda of the program and no liability is assumed for any such changes in content.

CONTACT US:

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CONDUCTING EFFECTIVE WORKPLACE INVESTIGATIONS

NOVEMBER 15 | TORONTO & WEBINAR

In today's environment, conducting effective workplace investigations is essential. Prompt and effective investigations allow you to identify any issues in your Company's work environment and gives you the opportunity to resolve problems at an early stage. Effective investigations also reduce the chance of litigation and increase the chance of success should litigation occur. Our course provides a review of specific types of investigations and provides a review of the latest law on this topic as well as practical tips. Come join us as we discuss the challenges and strategic opportunities when conducting investigations including best practices when writing reports, the role of in-house counsel, investigations in the #MeToo era and investigations of allegations made by clients or customers. This course is a must-attend for in-house lawyers and human resource professionals who conduct or supervise investigations as well as external counsel who advise clients conducting investigations. Now more than ever, what you don't know can hurt.



COURSE LEADER

SARAH GRAVES, FASKEN

Sarah Graves focuses her practice on all aspects of employment law, litigation and human rights. Sarah represents employers on matters such as employment standards, employment contracts, wrongful dismissal, workplace investigations, human rights including sexual harassment, and whistleblower claims. Sarah regularly advises clients conducting investigations and conducts investigations as a third party investigator.

COURSE HIGHLIGHTS

- Preparing for an investigation
- Hot topics
- Conducting workplace investigations
- Developing effective interview skills
- One size does not fit all: Key issues in different investigations
- Effective report writing

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COURSE LEADER

SARAH GRAVES



Sarah Graves focuses her practice on all aspects of employment law, litigation and human rights. Sarah represents private and public employers and academic institutions on matters such as employment standards, employment contracts, wrongful dismissal, workplace investigations, human rights including sexual harassment claims involving allegations of sexual assault, whistleblower claims, accommodation and disability and leave laws. Sarah regularly provides strategic and practical advice to employers on a wide range of issues including multi-jurisdiction and international reorganizations. Sarah conducts employment-related audits and represents employers dealing with wage and hour claims including conducting wage and hour audits and advising regarding class action avoidance strategies. For more than ten years Sarah practiced as an employment litigator with a major international law firm in New York and Connecticut litigating cases in state and federal court including conducting jury trials. Sarah has conducted investigations on varied topics and has extensive experience advising clients on the conduct of investigations including investigation design, documentation, privilege issues, and report writing. Sarah regularly conducts training programs for executives, managers, human resources professionals and in-house lawyers on a variety of topics and is a frequent public speaker.

GUEST SPEAKER

CHRISTINA HALL



Christina Hall is Assistant General Counsel for Wal-Mart Canada Corp. and is responsible for overseeing the company's employment law portfolio across Canada. She leads a group of lawyers and paralegals who focus on being strategic partners to Wal-Mart's human resources teams and business leaders to manage a broad range of legal issues. As part of her role, Christina provides legal support and advice to Wal-Mart's internal workplace investigations team. Christina was called to the bar in Ontario in 2004 after receiving her LL.B from Western University in 2003. Prior to moving in-house, Christina spent 12 years as a labour and employment lawyer in the national law firms of Dentons LLP, Heenan Blaikie LLP and, most recently, as a partner at Fasken Martineau DuMoulin LLP. While in private practice, Christina was a frequent author, commentator and public speaker on a wide range of labour, employment, human rights and health and safety law topics. She is a co-author of the book, HR Manager's Guide to Background Checks and Pre-Employment Testing (Carswell) and has been an adjunct professor at Western University's law school since 2006 where she teaches Employment Law to upper year law students.

PROGRAM OUTLINE

8:00 - 8:30 A.M. REGISTRATION AND BREAKFAST

8:30 - 8:45 A.M. INTRODUCTION AND OVERVIEW

8:45 - 9:45 A.M. PREPARING FOR AN INVESTIGATION

- Review of fact pattern
- When is an investigation necessary?
- The essential role of planning – determining objectives and scope, identifying issues, resources and witnesses
- Lawyer-client privilege and the appropriate role of in-house counsel

9:45 - 10:45 A.M. HOT TOPICS

- Impact of Bill 132
- Investigations Ordered by Regulators
- Social Media and Privacy

10:45 - 11:00 A.M. REFRESHMENT BREAK

11:00 – 12:00 P.M. CONDUCTING WORKPLACE INVESTIGATIONS

- The process: (investigator's responsibilities, taking the complaint, litigation holds, collecting documents, interviewing witnesses, taking notes and collecting evidence)
- Consequences of flawed investigations
- Confidentiality
- Avoiding reprisal claims

12:00 A.M. - 1:30 P.M. NETWORKING LUNCH

1:30 – 2:00 P.M. DEVELOPING EFFECTIVE INTERVIEW SKILLS

- Practical skills
- Handling difficult witnesses and other challenges

2:00 - 3:15 PM. ONE SIZE DOES NOT FIT ALL: KEY ISSUES IN DIFFERENT INVESTIGATIONS

- Investigations in the Union Context
- Sexual Harassment in the #MeToo Era
- Investigations of Serious Allegations (Fraud, Theft, Violence)
- Investigations Involving Third Party Workers or Customers

3:15 - 3:30 PM REFRESHMENT BREAK

3:30 - 4:30 PM EFFECTIVE REPORT WRITING

- Concluding the investigation: When to say when
- Credibility determinations
- Content of report: Best practices
- Common mistakes in report writing
- Reporting to complainant and respondent

4:30 – 4:45 P.M. QUESTIONS AND ANSWERS AND COURSE CONCLUSION

SPECIFICALLY DESIGNED FOR:

- Vice Presidents, Directors of Human Resources
- Vice Presidents, Directors of Labour Relations
- HR Professionals
- Employee and Labour Relations Consultants
- In-house Counsel
- Union Officials, Business Agents, and Stewards
- Disability Managers
- Plant Managers
- Attendance Program Specialists
- Industrial Relations Professionals



ACCREDITATION

LAW SOCIETY OF BRITISH COLUMBIA

This program has been accredited by the Law Society of British Columbia for up to 6.15 hours towards the professional development requirement for certification.

LAW SOCIETY OF ONTARIO

This program can be applied towards the 9 Substantive Hours of Continuing Professional Development (CPD) required by the Law Society of Upper Canada. This program is eligible for up to 6.15 Substantive Hours

BARREAU DU QUÉBEC

The Barreau du Québec automatically recognizes the same number of hours for this training activity, as long as it has been accredited by another Law Society that has adopted MCLE.

LAW SOCIETY OF ALBERTA

For Alberta lawyers, consider including this course as a CPD learning activity in your mandatory annual Continuing Professional Development Plan as required by the Law Society of Alberta.

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