



# CONDUCTING INTERNAL WORKPLACE INVESTIGATIONS

It's no longer acceptable to sweep bad behaviour under the rug, or take action without knowing all of the facts. Courts are now holding employers accountable for conducting workplace investigations, and for doing them right.

But what if it's your responsibility to conduct an investigation and you don't have the ability to hire an outside expert? Where do you gain the expertise you need to conduct an investigation properly yourself?

Come join two of Canada's most renowned experts in workplace investigation, and learn how to conduct an investigation the right way. Janice Rubin and Christine Thomlinson, co-authors of "Human Resources Guide to Workplace Investigations", are leading an intensive two-day training workshop designed to teach you the basics of conducting workplace investigations and provide you with practical, hands-on experience that you can apply to any workplace investigation.

In an action learning environment, you will learn to apply their proprietary investigation template to a prospective workplace investigation. Content will include both human rights complaints and those involving personal harassment and bullying. You will have the opportunity to investigate mock complaints over both days and practice your investigation skills, such as interviewing, analysis and reporting. And you'll also learn how to:

- Know when, and what type of, investigation is required.
- Lay the proper framework for an investigation so as to avoid problems before they happen.
- The costs and consequences of getting it wrong – what are the courts saying?
- Fix investigations which get "off the rails".

In order to optimize the learning experience, space is limited to twenty (20) participants. Hands-on sessions in small groups enable you to dialogue with, and learn from, your peers. All attendees will receive a certificate confirming their participation.

This program contains all new material, and is therefore appropriate for anyone who may have already attended an RT training seminar and wants to continue to build their skill and expertise.

## DATE

November 23 & 24, 2009  
9:00 - 4:00 p.m.

## LOCATION

Verity  
111d Queen Street East, Toronto Room  
Toronto, Ontario M5C 1S2  
(416) 368-6006

## INFO

Please call us at (416) 847-1814  
or e-mail us at seminars@rt-law.ca

## FEE

\$1795 + GST per person (save up to \$150 with discounts!)  
Continental breakfast and lunch will be provided.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_

Food accommodation (if required): \_\_\_\_\_

How did you hear about this program?: \_\_\_\_\_

Fee: \$1,795 + \$89.75 (5% GST) = \$1,884.75

### Discounts:

\$95 off – register by October 31, 2009! (\$1,700 + \$85.00 GST = \$1,785.00)

\$55 off – group discount – any 3 or more – all get discount!

(Fee for each \$1,740 + \$87.00 GST = \$1,827.00)

Please indicate group: \_\_\_\_\_

\$150 off – combine both discounts! (\$1,645 + \$82.25 GST = \$1,727.25)

I will be paying by VISA or Mastercard:

Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiry: \_\_\_\_\_ / \_\_\_\_\_

Signature: \_\_\_\_\_

### Payment Information

Mailing Address: Rubin Thomlinson LLP, 20 Adelaide Street East, Suite 1104  
Toronto, Ontario M5C 2T6

Facsimile: (416) 847-1815

## PAYMENT MUST BE RECEIVED AT TIME OF REGISTRATION

**Cancellation and Refund Policy:** Once your registration has been completed, we will not be able to transfer your registration to a future session. Substitution of participants is permissible without prior notification. If you are unable to find a substitute, please notify Ruben Thomlinson LLP in writing no later than 10 business days prior to the session date and your registration fee will be refunded in full, less a 15% service charge. No refunds will be given for cancellations received less than 10 business days prior to the training date. Ruben Thomlinson LLP reserves the right to cancel any training session it deems necessary and will, in such event, make a full refund of any registration fee, but will not be responsible for airfare, hotel or other costs incurred by registrants. No liability is assumed by Ruben Thomlinson LLP for changes in program date, content, speakers, or venue.