

## Workplace Investigations: Best Practices for Managers, HR Professionals, Business Owners, Union Representatives, External Neutrals

**Online 3 course series – September 10, September 17, and September 24, 2020 (11:30am - 1:00pm ADT)**

ADR Atlantic Institute offers this professional development series consisting of three webinar modules dealing with best practices and practical steps in conducting workplace investigations.

**WHO SHOULD ATTEND:** ADR practitioners, Human Resources Professionals, Managers, Supervisors, Business Owners and Union Representatives.

**OVERVIEW OF THE TRAINING:** These sessions give you a solid foundation and practical step-by-step guidance on the major practical considerations from the point of being retained as an investigator through delivery of your investigation report.

Register for this series to develop your investigation skills. Here's what is covered:

**Module 1: Preliminary matters – everything from the call to become engaged as an investigator to developing your investigation strategy**

- How to determine whether an investigation is necessary; What are the roles of the complainant and respondent; How to communicate with the parties in the investigation; What is your role as an investigator; the union's or lawyer's roles; Developing your plan based on the allegations

**Module 2: Interviewing witnesses and gathering evidence**

- Setting up initial meetings with parties; Dealing with emotional or health concerns; Location; Who are the witnesses that you need to interview; What to disclose to a witness; Questioning: trust and rapport; Focus on issues; Obtaining all additional relevant evidence

**Module 3: Assessing the evidence and delivering the report**

- Reviewing the evidence; Your evidence chart; Assessing credibility; The report's scope – whether to include recommendations; The report's structure; What to do with the file after the investigation; Practical considerations such as costs and getting paid

**COST for full stream (3 modules):**

ADRAI members: \$200\*

CPHRNB members: \$200\* €

Non-members: \$250\*

(\*Plus applicable taxes)

A minimum registration level will be required.

**€ - CPHRNB members:** Please email [admin@adric.ca](mailto:admin@adric.ca) to request discount code.

**LOCATION:** Online only. Sign-in details will be forwarded to registrants.

**DATES:**

**Module 1: Sept 10, 11:30am - 1:00pm**

**Module 2: Sept 17, 11:30am - 1:00pm**

**Module 3: Sept 24, 11:30am - 1:00pm**

**TO REGISTER, CLICK THIS LINK:**

(use Ctrl+Click to activate link)

[https://www.adratlantic.ca/ADRAI/Events/Event\\_Display.aspx?EventKey=ADRAI05WI](https://www.adratlantic.ca/ADRAI/Events/Event_Display.aspx?EventKey=ADRAI05WI)

**The instructors will be Lynne Poirier, Q.Med., Q.Arb, of Halifax; and Danie Roy, Q.C., of Moncton**

**Lynne Poirier** is a labour arbitrator, mediator and workplace investigator. After practising labour and employment law in Toronto, Ottawa and Halifax, Lynne established a neutral dispute resolution practice in 2015 serving parties in Atlantic Canada and Ontario. She currently sits on the Nova Scotia Labour Board as well as the Canada Industrial Relations Board as a part-time Vice-Chairperson, and is a roster arbitrator for the New Brunswick Police Commission. Lynne is a principal at Poirier ADR Inc. and a graduate from Université de Moncton Law School.

**Danie Roy** is a bilingual litigation lawyer, mediator, and workplace investigator. She is distinguished both for her legal expertise and experience and her wide-reaching profile as a tireless contributor to her profession. She has been practicing law for more than 24 years with a particular interest and expertise in health law and administrative law. She is called upon on a regular basis to provide advice on matters related to policies, guidelines, and prevention and compliance requirements. Danie works out of her headquarters at 890 Main Street, Suite 300, Moncton, NB.