

Better Business Practices Series

Workplace Investigations



Knowing how to conduct an investigation into employee or client complaints is part of best practices for all child care organizations. This seminar will educate participants on how to properly conduct a workplace investigation into any workplace complaints.

This half day interactive seminar will focus on:

- How to conduct a proper workplace investigation
- How to conduct effective interviews when investigating a workplace complaint
- How and why you need to document your investigation
- What to do after you have completed the investigation
- Tips on when you need an outside investigator

Participants will receive a full package of templates, policies, and procedures to assist them in conducting a workplace investigation.

Registration Information

Thursday September 13, 2018 • 9:00 am to 12:00 noon • ECCDC Conference Room, 3340 Schmon Parkway, Thorold • \$75 includes continental breakfast
• Please note the cost of this seminar is far less than the average legal consultation fee

To register, please contact the ECCDC at 905.646.7311 extension 304, email eccdc@eccdc.org or visit www.eccdc.org

About the Presenters

This interactive workshop will be presented by Joy Lerman and Terri Carr of TJ Solutions and Asha Rampersad L.L.B. from Bernardi Human Resource Law LLP. Joy and Terri provide Human Resource consultation to the Child Care Industry throughout Ontario and Asha is an experienced employment lawyer with many years' experience working in the Child Care sector.