



*Includes advice  
for remote  
investigations!*



# Conducting Effective Workplace Investigations

*with Naomi Calla*

**Thursday, October 29, 2020**

**Live webinar with chat**

***includes 60 day replay\****

9:00 am – 10:30 am (Pacific)

10:00 am – 11:30 am (Mountain)

11:00 am – 12:30 pm (Central)

12:00 pm – 1:30 pm (Eastern)

1:00 pm – 2:30 pm (Atlantic)

1:30 pm – 3:00 pm (Newfoundland)

*\*This program features real-time audio of the presenter with synchronized presentation slides, and a chat feature that allows for live Q & A. SK attendees please verify whether you align with Central (MB) or Mountain (AB) time based on season and location.*

## WHO SHOULD ATTEND

This webinar is designed to be helpful to employment lawyers, corporate or in-house counsel, and other practitioners seeking a better understanding of how to conduct prompt, thorough, and unbiased workplace investigations.

## ABOUT THE PROGRAM

Whether in response to an employee complaint or allegation, to improve employee relations, or to reduce potential exposure, most employers, will, at some point, need to conduct a workplace investigation. Knowing how to handle and analyze an investigation efficiently and effectively is critical to giving an employer the factual findings on which it may take appropriate action and addressing employee concerns. This nuts and bolts webinar will cover the basics for lawyers who are conducting workplace investigations for clients, or are counsel to an employer or otherwise assisting an employer with an internal or external investigation. Experienced employment lawyer Naomi Calla will discuss key decision points and considerations in the investigation process, as well as recent developments and advice for conducting investigations remotely as a result of COVID-19. Topics include:

- golden rules of investigations
- avoiding common investigation pitfalls
- confidentiality and privacy
- weighing evidence
- handling difficult behaviours
- assessment of credibility

Don't miss this opportunity to learn from a seasoned workplace investigator as she reviews the essential elements of effective workplace investigations – from determining when an investigation needs to take place to documenting your findings, and dealing with post-investigation matters.

## SCHEDULE (Eastern)

**12:00 pm - 1:30 pm**

**Welcome and Introduction**

**Planning the Investigation**

**Navigating Common Pitfalls**

**Conducting Interviews**

**Drafting Investigation Reports**

**Post-Investigation Steps**

**Program Wrap-up and Evaluation**

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## MEET YOUR PRESENTER



**Naomi Calla** is a lawyer and workplace investigator, and founder of Calla Legal (Toronto, ON). She opened Calla Legal to focus her practice on workplace investigations, and leverage her significant litigation and employment-law experience to conduct insightful, results-oriented and efficient workplace investigations. Naomi conducts investigations into a range of issues such as complaints of harassment, sexual harassment, bullying, discrimination, workplace violence, conflicts of interest and policy or code of conduct breaches. She has extensive experience conducting workplace investigations across many sectors, including finance, healthcare, insurance and not-for-profit. In addition to her investigation practice, she offers training in harassment, harassment, workplace violence, human rights, and conducting investigations, and also provides policy development services to public and private clients. Prior to opening Calla Legal, Naomi practiced for over a decade in the labour and employment department of a leading, national full-service Canadian law firm, acting for clients in both the public and private sector in a wide range of matters. It was there she developed a particular focus on human rights litigation and workplace investigation, regularly appearing before the Ontario courts, Ontario Human Rights Tribunal, Ontario Labour Relations Board, grievance arbitrators and other administrative bodies. Naomi is a member of the Association of Workplace Investigators, the Canadian Bar Association, and the Ontario Bar Association, Labour Relations Section. She is a graduate of McGill University and earned her LLB at the University of Windsor.

**BC:** This program has been approved for 1.5 CPD hours, including 0.5 hours of professional responsibility and ethics, client care & relations, &/or practice management.

**ON:** This program contains 1.0 Substantive hour and 0.5 Professionalism hours.

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Lawyers in other mandatory CPD jurisdictions may count their attendance towards their CPD requirement/plan.



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✓ **Yes, I want to attend Conducting Effective Workplace Investigations, with Naomi Calla**  
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\* Materials will be distributed electronically in advance. Live webinars feature real-time audio of the presenter with synchronized presentation slides, and a chat feature that allows for live questions and verbal responses by the presenter. The recording of the webinar is available for 60 days.

### REGISTRATION FEE

- On or before October 9, 2020: \$140.00 + \$18.20 (13%) HST\* = \$158.20 - Save \$25.00!**
- After October 9, 2020: \$165.00 + \$21.45 (13%) HST\* = \$186.45
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