



Fundamental guidance for non-employment law specialists!



Hiring and Firing: Know the Essentials

with Lisa Bolton & Tim Allen

Thursday, October 4, 2018

**Live webinar with chat
includes 30 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)

*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 basic level program is appropriate for lawyers new to employment law, as well as those seeking a refresher.

ABOUT THE PROGRAM

Are you a new lawyer exploring employment law as a practice area? Maybe you're an experienced lawyer who wants to expand your practice into employment law? Or perhaps you're in-house counsel or a general practitioner whose work requires a basic but current understanding of employment law? If you fit any of these situations, this convenient, 90 minute webinar is for you! Taught with the non-specialist in mind, this fun, fast-paced course quickly and clearly explains common employment law problems that arise from missteps during the hiring and termination processes. What may an employer ask a job candidate? What questions and topics should be avoided? What can an employer do and not do when checking references? To what degree can an employer use social media in the hiring process? What should a careful employer do when evaluating whether to terminate? If an employer decides to terminate, how should the termination be carried out and documented? How can exit interviews land an employer in hot water? Learn the answers to these important day-to-day questions and more! From pre-employment considerations to post-termination issues, experienced employment lawyers Lisa Bolton and Tim Allen will share best practices and specific suggestions for reducing the risks of statutory and common law liability claims. Onscreen hypotheticals and audience polling will keep you on your toes and reinforce essential hiring and firing do's and don'ts. Don't miss this opportunity to increase your knowledge and help your clients ensure that all their employment relationships start and end well - register today!

SCHEDULE (Eastern)

12:00 pm - 1:30 pm

Welcome and Introduction

Laws Affecting the Workplace

Screening, Interviewing and Offers

Employment Agreements

Deciding to End the Employment Relationship

Managing the Termination Process

Post Termination Considerations

Program Wrap-Up and Evaluation

Register today! • seminarpartners.ca • 1.866.606.4212 • jennifer@seminarpartners.ca

MEET YOUR PRESENTERS



Lisa M. Bolton is a lawyer with Sherrard Kuzz LLP (Toronto), an employment and labour law firm representing employers. An accomplished litigator and former General Counsel of a public multinational technology company, she has significant experience acting for organizations of all sizes, in a variety of industries. Her expertise includes wrongful dismissal litigation, employment and workplace contracts; employment standards, and human rights. Lisa is a frequent speaker at national and local conferences, and is widely published on matters relating to employment and labour law, including in *HR Reporter*, *Canadian Employment Law Today*, *Inhouse – Canadian Lawyer*, and other publications. She has a law degree from the University of Toronto and a Bachelor of Arts degree from the University of Guelph.



Tim Allen is a lawyer with Sherrard Kuzz LLP in Toronto. A skilled litigator, he provides advice and representation to employers in many areas of employment and labour law, including employee screening and hiring, human rights and accommodation, employment contracts, employment standards, and wrongful and constructive dismissal litigation. A frequent presenter and commentator on employment-related matters, including for the Human Resources Professionals his opinion has also been sought by *Canadian Employment Law Today*. Tim is a member of the Law Society of Ontario, and a graduate of Queen's University, (Juris Doctor) and McGill University (Bachelor of Science).



ON: This program contains 1.5 Substantive hours.
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Lawyers in other mandatory CPD jurisdictions may count their attendance towards their CPD requirement/plan. Seminar Partners is an Accredited Provider of Professionalism Content by the Law Society of Ontario and a pre-approved CPD Provider of the Law Society of British Columbia.

✓ Yes, I want to attend **Hiring and Firing: Know the Essentials**

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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 30 days.

REGISTRATION FEE (with ON HST*):

On or before September 7, 2018: \$140.00 + \$18.20 (13%) HST* = \$158.20 - Save \$25.00!

After September 7, 2018: \$165.00 + \$21.45 (13%) HST* = \$186.45

**If paying by cheque, adjust tax for attendee's province as follows: 5% in AB, BC, MB, NWT, NU, SK, YK. 13% in ON. 15% in NS, NB, PEI & NL.*

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Register by mail, fax or phone: Return this form with payment to Jennifer Snoyer, Finance and Communications Coordinator, Seminar Partners, 2300 Yonge Street, Suite 1600, Toronto, ON M4P 1E4 Tel. 1.866.606.4212 or 647.352.8633 Fax 416.549.1619. Email: jennifer@seminarpartners.ca. Registration fee is refundable less \$50 admin fee if written cancellation received 10 working days before the program. No refunds will be made after the cancellation date. Program content, speakers and location may change without notice. See our website for all policies. In the event of program cancellation, our liability is limited to refund of registration fees. GST/HST #848208492

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