

practical

skills

conflict

dispute

Workplace Investigation Training for HR Professionals & Line Managers

perception

resolution

power

expert

"The ZALT Group was fantastic. It was an informative, skill building, interactive course that has had a direct impact."

Cara Kuramoto, GHD, People Business Partner Manager

"I found The ZALT Group's course to be outstanding. I had my thinking challenged and as a consequence I developed new skills that I know I will use... Tony's delivery was well balanced and his legal knowledge added a sharp edge to the proceedings... Well worth the time and money investment."

Nigel Smith, Head of HR, Retail Zoo/Boost Juice



The pressure is on to get workplace investigations right!!!

How Workplace Investigations are run is an ever growing area of workplace risk. Often they are run by people who have limited or no real training. When they go wrong they can go spectacularly wrong both from a legal and people management perspective.

Who should attend?

This course for **HR Professionals** and **Line Managers** who have the responsibility for conducting workplace Investigations.

Workshop Overview

The ZALT Group are leading experts in workplace conflict & investigations. The workshop will provide the participant with the capacity to:

- Develop and implement an effective plan for conducting a compliant workplace investigation
- Articulate and demonstrate the key principles involved in running a workplace investigation: confidentiality, procedural fairness, natural justice and timeliness
- Create a concise allegation set that will assist in making findings of fact based on the balance of probabilities
- Plan and conduct interviews with complainant, witnesses and respondents leveraging the power of language (e.g. using open or closed questions, neutral language and body language)
- Have effective stakeholder management, make findings and implement recommendations
- Prepare a structured written report that supports the investigation process and findings of fact
- Deal with difficulties (e.g. complaint withdrawal, refusal to participate, apparent collaboration etc.)

When

This is a full day course. We will be running it 3 more times this year:

Tuesday, 24 May 2016

Friday, 26 August 2016

Monday, 14 November 2016

Where

Location: TBC

Investment (for the May Course)

\$900 (ex GST) early bird paid on or before Friday, 6 May 2016

\$1,200 (ex GST) paid after Friday, 6 May 2016

the ZALT group

practical skills conflict dispute
Workplace Investigation Training
perception resolution power expert
for HR Professionals & Line Managers

Tony Fell



Tony has a unique blend of skills, having worked as an Employment Lawyer, Employee Relations Manager, Operational Manager, Lawyer to business and Lawyer to Government. He is able to quickly gain a keen understanding of an organisation, its drivers and the effects of conflict.

Tony is particularly accomplished at conducting and advising on the handling of investigations into workplace incidents surrounding the vexed areas of employee conflict, misconduct, unsatisfactory performance, bullying, discrimination, sexual harassment allegations and all other types of workplace grievance.

His clients attest to Tony's independence and strongly supportive approach when dealing with the parties affected by a conflict in the workplace. Tony is known by clients for his clear, pragmatic and realistic approach coupled with an awareness of organisational sensitivities.

Tony has a Law Degree from Bond University, an Arts degree from The University of Melbourne and a Graduate Diploma in Management from Monash University. Tony also has a Certificate IV in Government Investigations, a Certificate IV in Workplace Training & Assessment, is certified to practise Workplace Conferencing and is a Certified Mediator and has a Certificate in Risk Assessment and Management.

Tony is a Member of the Law Institute of Victoria and a Member of the Equal Employment Opportunity Network. In addition to this Tony is a highly active Board Member at Emotion21 and at a community education organisation, he is a regular volunteer together with his family at SecondBite and gives his time and professional expertise to the Beacon Foundation.

Registration Form

To be invoiced on registration

Contact Details	
Organisation:	
Name:	
Title / Position:	
Mobile No:	Business No:
Email:	