

## Pre-Employment Inquiries

This lunch seminar explains how *The Code* applies to all aspects of hiring. Find out what you can do and what you can ask.

- recruitment practices
- job postings
- advertising
- application forms
- interviews

January 28, 2010 12:00 pm - 1:15 pm  
Lunch Provided  
Cost: \$25.00

*"I like the interactive style  
of the presentation – gets  
everyone involved!"*

## *Certificate*

Participants who attend and complete three workshops will receive a Certificate of Achievement

## SCENT FREE AREA

In recognition of sensitivities experienced by many individuals, participants in all workshops are asked to please refrain from using scented products, perfumes or colognes.

On-site group seminars are available by request. Please contact the Brandon Manitoba Human Rights Commission Office.

THE MANITOBA  
HUMAN RIGHTS  
COMMISSION



LA COMMISSION DES  
DROITS DE LA PERSONNE  
DU MANITOBA

## THE MANITOBA HUMAN RIGHTS COMMISSION EDUCATION PROGRAMS BRANDON

December 2009 -  
March 2010

**HUMAN RIGHTS ARE  
EVERYONE'S BUSINESS**

## Further Information

To register, please contact  
Sheilagh Hooper at 1-888-884-8681  
Email: [Sheilagh.Hooper@gov.mb.ca](mailto:Sheilagh.Hooper@gov.mb.ca)

Manitoba Human Rights Commission  
Rm 341 - 340 Ninth Street  
Brandon, Manitoba R7A 6C2  
Website: [www.manitoba.ca/hrc](http://www.manitoba.ca/hrc)  
Phone: 204-726-6261  
Fax: 204-726-6035  
Toll Free: 1-888-884-8681  
TTY: 1-888-897-2811  
Email: [hrc@gov.mb.ca](mailto:hrc@gov.mb.ca)

## Human Rights in the Workplace

This half day interactive workshop is specifically tailored for employers and human resource professionals

- Human Rights Investigators clarify a variety of workplace human rights topics and explain how the Commission processes complaints
- Defines discrimination and harassment and the meaning behind reasonable accommodation under *The Code*
- Reveals a proactive approach to pre-employment inquiries and writing workplace policies .

## Reasonable Accommodation in the Workplace

This half day workshop offers practical advice using real examples to those responsible for dealing with accommodation workplace issues, either for an employer or union.

- Helps navigate the tricky road to reasonable accommodation
- Explains the key legal elements of the duty to accommodate and how to respond to requests for accommodation
- Those responsible for dealing with accommodation workplace issues, either for an employer or union, will want to attend.

January 14, 2010 9:00 am - 12:00 pm

Cost: \$95.00 (Lunch included)

**“Great session!  
The presentation was very informative, well organized and very interesting. Thank you!”**  
Training Coordinator

## Harassment in the Workplace

This half day workshop will be of interest to those requiring a more in-depth discussion of harassment

- Develop and implement anti-harassment policies
- Know how to appropriately respond to a harassment complaint from an employee
- Human Rights Investigators explain what harassment is under *The Code*, why anti-harassment policies are needed and what they should include

February 11, 2010 9:00 am - 12:00 pm

Cost: \$95.00

**Employer:  
“An eye-opener for understanding obligations and responsibilities regarding harassment.”**

## How to Investigate a Human Rights Complaint

This full day workshop assists supervisors and human resource professionals who are frequently confronted with a human rights complaint in their workplace

- Donna Seale, Human Rights Lawyer/Educator, explains what to do and guides you through the planning process, interviewing techniques and the gathering and evaluating of evidence

**Date to be determined pending sufficient registration**

**To express your interest, please call our Brandon office**

**Cost: \$165.00 (Lunch Included)**

**“Having the opportunity to practice the process we learned was excellent.”**  
Employer Liaison Representative

**Human Resource Manager:  
“Human Rights don’t have to be viewed as a problem, but rather as part of a solution.”**

December 3, 2009 9:00 am - 12:00 pm

March 11, 2010 9:00 am - 12:00 pm

Cost: \$95.00