



Institute of
Professional
Management



Management Tools for Today's Workplace

IPM Annual Conference • OTTAWA • April 12, 2018

9:00 a.m. to 4:00 p.m. (Continental Breakfast at 8:30 a.m.)

**Sheraton – Ottawa Hotel,
150 Albert St., Ottawa, ON**

Cost for the **Full Day Conference** includes breakfast, lunch, two coffee breaks, all sessions and handout materials.



Early Bird Registration:

Payment and registration must be received by
February 16, 2018.



Sponsored by: Association of Professional Recruiters of Canada • Canadian Management Professionals Association • Canadian Association of Assessment Specialists • Canadian Professional Trainers Association

Get your registration in by **February 16, 2018**
and become eligible to
win training programs worth \$1000!



Dan Palayew



Erin Durant

Legal Update: Performance Management & Discipline in the Workplace

Dan Palayew, LL.B., Partner/ Regional Leader, Labour & Employment Group and **Erin Durant**, JD, Associate, Borden Ladner Gervais LLP, Ottawa

Developing the right performance management system is a challenge for most organizations because there are so many elements critical to the process. Progressive discipline, if used properly, can be a vital management tool. Highlights:

- Overview of fundamental principles of performance management
- Developing a performance management model and implementing SMART goals
- The basic legal concepts for imposing discipline in unionized and non-unionized workplaces
- The importance of progressive discipline and proper documentation
- Performance management and probationary employees

WSIB, Social Media and Investigations Update: What Employers Need to Know

Brian Sartorelli, President, Investigative Risk Management and **Sarah Bunder**, C.C.I.I., OSINT Specialist, Investigative Risk Management

Highlights:

- Using Social Media in conjunction with WSIB/LTD investigations, attendance management, pre-employment, intelligence and background investigations
- A review of WSIB case law and admissibility
- At what point in the process do you retain a professional investigator, who should know about the investigation and what do you look for when hiring



Brian
Sartorelli



Sarah Bunder

Top 10 Barriers to Effective Writing in the Workplace and How to Overcome Them

Kathie Lynas, Principal Consultant, Kathie Lynas Communications

Given that so much business is conducted electronically and organizations are leaner, communicating through writing is a part of most our jobs. We often unknowingly erect barriers to understanding in our written communications – and the result is confusion and frustration for our readers. Highlights:

- Examine the 10 most common barriers that writers create for their readers and the easy-to-apply techniques that overcome them
- Discover ways to strengthen every aspect of your writing to help you communicate to your managers, colleagues and clients with more efficiency, clarity and impact



Kathie Lynas

Sign In Your Teams: Connect, Collaborate and Create with Ease

Jacqueline Throop-Robinson, CEO, Spark Engagement

Take your teams and leaders beyond the basics. In today's world, teams are much different than years ago. More often individuals are interacting with people from within their own workplace, other organizations and communities. Highlights:

- Discover the Golden Rule of Collaboration at work, build on ideas with proven techniques, deal with people who create barriers and work with mistakes
- Obtain tools and techniques for everyday use and work with others constructively. Take your team to the next level and apply these principles in both your professional and personal lives.



Jacqueline
Throop-Robinson

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Book Today and Save!

Early Bird Registrations:

Payment and registration received by **February 16, 2018**

Members of APRC/CMPA/CAAS/CPTA & Students:
\$139 plus HST per person (**\$157.07**)

Non-Members/Guests:
\$159 plus HST per person (**\$179.67**)

Regular Registrations:

Payment and registration received after **February 16, 2018**

Members of APRC/CMPA/CAAS/CPTA & Students:
\$199 plus HST per person (**\$224.87**)

Non-Members/Guests:
\$219 plus HST per person (**\$247.47**)



Early bird registrants qualify to win management training programs worth \$1000!

Don't wait for the last minute to reserve your place. Get involved and stay on top of your field and your industry.

Register three (3) participants from the same organization at the same time and the 4th attends free!

More information and registration:
www.workplace.ca and click on "Events"
OR fill out the registration form below.

FAX-BACK REGISTRATION FORM 1-866-340-3586

For further details, call 1-888-441-0000

Management Tools for Today's Workplace
Ottawa: April 12, 2018

or

Mail to: IPM - Institute of Professional Management
2210-1081 Ambleside Drive
Ottawa, ON K2B 8C8

Name*		Title	
Company		Address	
City	Province	Postal Code	
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PAYMENT INFORMATION

OPTION 1: VISA MASTERCARD EXPIRY DATE (MM/YY)

CARD # _____ CODE _____

Card Holder's Name: _____

Signature: _____
(not valid without an authorized signature)

OPTION 2: Company cheque, bank draft or money order enclosed made payable to IPM.

Don't forget to add the 13% HST (Our GST #: 892341421RT0001)

ATTENDEE INFORMATION:

Number of colleagues registering with you on this form: _____

*Names: _____

APRC/CMPA/CAAS/CPTA Members & Students (x_____)
 Non-Members & Guests (x_____)

NOTE: Payments **MUST** accompany registrations. Space is limited so to avoid disappointment, **REGISTER NOW!**