

Building Your Law Firm's HR Toolkit



Date: Friday, February 7, 2014 | 8:00 am to 9:00 am
Location: Westin Harbour Castle Conference Centre, 2 Harbour Square
Program Chairs: **Kathleen Robichaud**, Law Office of Kathleen Robichaud
Joyce Thomas, Polishuk Camman & Steele

This program contains 0.75 Professionalism Hours.
This program is eligible for up to 0.25 Substantive Hours.
The OBA has been approved as an Accredited Provider of Professionalism Content by The Law Society of Upper Canada.

Not all lawyers have training in human resources management, but, many are involved in the hiring, training, management and termination process for the staff in their firm. This program is designed to give you materials, tools and advice on how to recruit, interview and hire office staff, articling students and lawyers for the sole, small firm or general practice practitioner. You will also learn what to do in the event that you find yourself with an HR problem on your hands once your staff have been hired.

8:00 am **WELCOME & OPENING REMARKS**

8:05 am **THE RECRUITMENT PROCESS**

- I have a position to fill, what do I do?
- Vetting CVs - key things to look for
- Interviewing - What you should and should not ask
- Reference checks - why you should do them and what to ask

Jonathan Kulathungam, Teplitsky, Colson LLP

8:20 am **TOOLS YOU USE ONCE YOU HIRE**

- Sample employment contract and confidentiality agreement
- Sample IT Policy
- Sample Acceptable Use Policy
- Standard Terms that should be included in every contract - check list
- Commissioner for taking affidavits
- Teranet Keys (for real estate lawyers)
- Forms for CRA and payroll calculations and remittances
- Forms for articling students and a sample work plan

Kathleen Robichaud, Law Office of Kathleen Robichaud

Mana Khami, Harrison Pensa LLP - London

Program Sponsor



Register at oba.org/institute2014

Questions? Toll Free: 1-800-668-8900 | Tel: 416-869-1047 | pd@oba.org



8:30 am **DEALING WITH INTERNAL PROBLEMS, CONDUCTING AN INTERNAL INVESTIGATION**

- Receiving a complaint/identifying an internal HR problem
- Balancing the interests of employees and clients
- Employer responsibility for workplace harassment
- Internal investigations vs. external investigations
- How many chances should staff be given when they are underperforming?
- Investigations of lawyers vs. staff
- Investigations at big law firms vs. small law firms
- What to do when the investigation is complete

Joyce Thomas, Polishuk Camman & Steele

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8:50 am **QUESTIONS AND CONCLUDING REMARKS**

9:00 am **PROGRAM CONCLUDES**



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