

# HILL ADVISORY NEWS

*“Working with the human side of business”*

## WELCOME



**“Welcome** to the first of what **Hill Advisory Services** hopes will be a continuing series of newsletters. We hope to provide you with some tips and information regarding various human resource issues.

We will also be including a question and answer column, as well as a public workshop schedule for harassment training, which we provide nationally.

**We would like to hear from you** with suggestions as to what you would like to see included in future issues ..... so, let's get started with the first edition.”

*Cam Hill - President  
Hill Advisory Services*

## WHAT'S NEW ?



**Due to the overwhelming positive response we've had to using actors in our Harassment Investigation workshops ..... we are pleased to advise that actors are now being included in our Resolution workshops!**



**Q. If you give a poor performance appraisal to an employee, is that considered harassment?**

**A.** No, not usually. However, if you work for an employer who has an “Abuse of Authority” definition included in their Harassment Policy, you need to ensure you haven't crossed the line. **All** performance problems should be documented and follow **this** rule:

- \* tell the employee what she/he has done wrong
- \* tell the employee how you want she/he to do the job
- \* allow reasonable time for change to occur
- \* **monitor** the change

**Do not include personal comments** in evaluation like - *“Mr. Smith suffered a nervous breakdown and that caused performance problems. Now that his psychiatrist says he's better, his performance should improve!”*

\* \* \* \* \*

**Q.** A supervisor is giving an employee a letter of discipline. She approaches the employee with three envelopes and holds them out in a spread-out card fashion. The supervisor tells the employee to pick one. **IS THAT HARASSMENT?**

**A.** No, it's clearly inappropriate

behavior - the supervisor should receive a verbal reprimand for conveying a disciplinary letter to an employee in this manner.

It would only be considered harassment if this was part of a continual pattern of behavior by the supervisor to the employee. A one-time incident like this would not be considered harassment, unless it was one of a series of incidents between the parties.

## On the Move .....



Even though **Cam Hill & Associates** are constantly on the move - you can always get in touch with us!!

**Contact us with your questions or suggestions .....**

- \* **E-mail:** [camhill@mbsympatico.ca](mailto:camhill@mbsympatico.ca)
- \* **Mailing Address:** 57B Apple Lane  
Winnipeg, Manitoba R2Y 2G9
- \* **Fax/Phone:** (204) 831-7661



**or visit us at our web-site .....**

- \* [www.saskstar.sk.ca/cam/](http://www.saskstar.sk.ca/cam/)

## THANK YOU

Special thanks to Louise Severy and her staff at the **Canadian Figure Skating Association** in Ottawa for their help in organizing various training events last month. It was much appreciated and we met some great people.

*Hill Advisory Services is committed to providing the best possible human resource services to our clients.*



## 1998 Public Workshop Schedule

**“Harassment Investigation”**  
(3 days)

March 23 - 27  
May 4 - 8  
June 22 - 26  
Sept 14 - 18  
Oct 19 - 23  
Nov 23 - 27

**“Harassment Resolution”**  
(2 days)

Moncton NB  
Regina SK  
Ottawa ON  
Calgary AB  
Halifax NS  
Whitehorse YT

For more information  
call Janet at (403) 254 - 0462



## FEEDBACK

Comments from past participants who have attended our harassment training workshops:

- \* *“Very practical - real life cases interesting as opposed to all theory ....”*
- \* *“Acquired tools and skills necessary to investigate a harassment complaint.....”*
- \* *“Excellent, approachable and knowledgeable facilitators....”*
- \* *“Lots of variety and highly entertaining .....”*
- \* *“Particularly enjoyed the actors.....”*
- \* *“Would highly recommend to anyone involved in Employee Relations .....”*

## Changing Jobs/Careers??

### **“How to Develop a Job Winning Attitude”**

You can't control what events will occur in your life - but your **attitude** can determine how you will respond to these events ..... and not simply be at the mercy of external forces. Your **attitude** is completely within your control. A positive **attitude** can make the difference. **Take charge of your attitude:**

- \* **choose** to let go of regrets of the past
- \* **choose** to talk affirmatively and positively to yourself
- \* **choose** to ask yourself worthwhile questions - don't waste time on “why me”
- \* **choose** to stop worrying about the future - focus on hopes rather than fears
- \* **choose** to stop blaming others and take full responsibility for your life

As you begin to feel that **you are more in control** of how you react to what happens to you, you'll feel much better about yourself. **The positive impact this will have on your job search ..... and the rest of your life ..... will make it well worth the effort!**



## HAPPY HOLIDAYS!