

COLLEEN MCDUFF

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PROFESSIONAL SUMMARY

- Highly skilled Trauma Informed, Workplace Investigator and RCL Certified Leadership Trainer with an extensive and diverse background in educational program development and delivery. Skilled in the conduct of operational reviews for evaluation of program compliance and policy implementation. A Manager with excellent problem solving and conflict resolution skills for participatory staff involvement and issues management as well as a strong empathetic listener with intuitive strengths and rapid decision-making abilities.

SKILLS

- Highly skilled and extensive experience in the development and implementation of policy manuals which include job descriptions, employee orientation and performance evaluation programs.
- Creative expertise in negotiations, preparation, strategy and tactics.
- Acted as a facilitator at conferences and designed or delivered training courses on such diverse subjects as sexual assault, harassment, interview techniques and assertiveness training.
- Creative and innovative human resource and employee relations approach to diversity and inclusion, skilled at coaching, mentoring, and applying employment standards to a professional and support staff of 20+ employees.
- Exceptional organization and event management strengths with experience planning and implementing both small and large provincial educational conferences.
- People oriented, humanistic approach to problem solving with a keen ability to develop trust in an encouraging and supportive work and investigative environment.
- Well developed research, interviewing, counselling and analytical skills, able to quickly understand and identify people's needs and issues; establish safety and security and facilitate effective problem resolution.
- Excellent interpersonal skills resulting in the establishment of excellent working relationships with all internal, external and government advisors.

WORK HISTORY

- 10/2019 - Present **Investigator, Sport Dispute Resolution Centre of Canada**
- Investigate complaints filed by all level of athletes from Club Teams to Olympians in relation to disclosures of sexual abuse, sexual harassment, bullying, hazing and other issues that may arise.
- 07/2018 - 10/2019 **Workplace Investigator, Certified RCL Leadership Trainer & Policy Analyst
Legacy Bowes Group – Winnipeg, MB**
- Travel to and conduct Workplace Investigations across various Provinces. This involves interviewing witnesses, reviewing evidence and preparing a final report with recommendations.
 - Provide Results Centered Leadership Training to First Nations across Canada. This includes various organizations and Band Councils.
 - Review Workplace Policy Manuals and provide recommendations for additions and/or changes as well as assuring compliance with Federal Legislation.
- 11/2017 - Present **Sessional Lecturer
The University of Winnipeg – Winnipeg, MB**
- Deliver the Business Law Course in the Financial Management Program with PACE (Professional Applied and Continuing Education) during the Winter and Spring Sessions.
- 01/2018 - 10/2019 **Manager and Process Server
Canadian Process Serving Inc. – Winnipeg, MB**
- Manager of the Winnipeg Office on behalf of the Head Office in Hamilton, ON. I receive a variety of legal documents, summons, liens, etc. These documents must be served on the named individuals personally or by alternate means.
 - Research defendants' schedules, social media and analyze personal records to locate defendants.
 - Provide proof of service in form of Affidavits which I personally prepare.
- 11/2016 - 04/2017 **Sole Practitioner
McDuff Law Office – Winnipeg, MB**
- Provided legal representation to clients in the areas of Criminal and Administrative Law.
 - Analyzed probable outcomes of cases through knowledge of legal precedents.
 - Consulted with clients on legal issues and provided advice and direction.
 - Questioned and cross-examined witnesses throughout course of trials.

01/2013 - 07/2016

Director of Legal Education and Appeals

Manitoba Prosecutions Service – Winnipeg, MB

- Developed a formal curriculum and learning plans for all Crown Attorneys across the Province based on level of experience.
- Worked closely with Prosecutions' Social Worker regarding cases of vicarious trauma and other mental health issues arising in the workplace.
- Organized our bi-yearly Crown Conferences and headed the Education Committee, determining the topics and speakers for the two-day sessions. Responsible for budgeting the events within Government constraints.
- As part of the Senior Management Team, I was responsible for reviewing staff issues that could result in disciplinary action following the progressive discipline policy, interviewing various staff involved and making a recommendation.
- Reviewed and revised Manitoba Prosecutions Policies and Procedures.
- Actively involved in recruitment of staff and the hiring process in conjunction with Human Resources.

- Interpreted laws, rulings and regulations for individuals and businesses.

04/2008 – 07/2016

Supervising Senior Crown Attorney - Domestic Violence Unit

Manitoba Prosecutions – Winnipeg, MB

- Supervised between 16 - 18 Crown Attorneys
- Maintained a case load of high-profile prosecution files and appeared before all levels of Court (Provincial Court, Court of Queens Bench and the Court of Appeal).
- Prosecuted all cases of Domestic Violence, Child Abuse, Child Pornography, Elder abuse and files from outside the Unit involving vulnerable victims.
- Provided legal advice and guidance to members of the Unit and other Crowns within the office.
- Maintained close working relationships with Winnipeg Police, Victim Services, CFS as well as many other service providers.
- Regular contact with the Deputy Minister and Minister of Justice. Preparation of Ad Notes (to provide information on certain cases, complaints or other matters as they arose).
- Completed semi annual performance reviews of all staff.
- Lectured regularly to Winnipeg Police, RCMP, and Law School Classes.

05/2002 - 04/2008

Crown Attorney - Domestic Violence Unit

Manitoba Prosecutions – Winnipeg, MB

- Prosecuted a large volume of cases involving domestic violence, child abuse, child pornography and elder abuse before all levels of Court.
- Specialized in the prosecution of high-risk offenders, offenders with mental health issues as well as historic child abuse cases. I maintained this caseload after becoming the Supervisor of the Unit.

05/1998 - 05/2002

Crown Attorney - General Prosecutions

Manitoba Prosecutions Service – Winnipeg, MB

- Carried a significant case load (200+ files at times), involving a variety of adult and youth charges at all levels of court.
- Conducted several Inquests regarding suspicious or workplace deaths.

EDUCATION

1990

Bachelor of Arts: Major: Sociology/Criminology Minor: Psychology
University of Manitoba - Winnipeg, MB

1993

J.D. Law
University of Manitoba - Winnipeg, MB

- When I graduated, the designation was still LL.B

Professional Development

- 2011 The Art and Craft of Policy Making - Part 1 & 2
Government of Manitoba Continuing Education
- 2011 Working with Immigrants: Intercultural, Multicultural, And Diversity Studies
Law Society of Manitoba - Winnipeg, MB
- 2017 Crisis Counselling Skills: Mental Health Counseling
Klinik - Winnipeg, Manitoba
- 2017 Vicarious Trauma/Trauma Exposure Response Workshop: Mental Health Counseling
Klinik - Winnipeg, Manitoba
- 2018 Becoming Trauma Informed: Mental Health Counseling
Klinik - Winnipeg, Manitoba
2 Day Course
- 2018 ASIST (Applied Suicide Intervention Skills)
Klinik Community Health - Winnipeg, MB
2 Day Course
- 2018 Mental Health First Aid: Mental Health Counseling
Mental Health Commission of Canada - Winnipeg, Manitoba
2 Day Course
- 2019 READING PEOPLE TO DETECT DECEPTION AND TRUTHFULNESS

AFFILIATIONS

- 2017 - Present Member of the Association of Workplace Investigators (AWI)
- 2013 - Present Member of the Executive Board of the Canadian Bar Association Wellness
Committee whose mandate is to help legal professionals manage personal, emotional,
health and wellness challenges. I also assist with our annual 2-day Wellness
Conference.
- 2013 - Present Member of Lawyers Helping Lawyers - Available to assist lawyers and direct them to
services if they are struggling with mental health or addictions issues.
- 2012-2014 Board Member - Winnipeg Children's Access Agency

2010-2012

Board Member and Policy Committee Member - Fort Garry Women's Resource Centre