



**Shannon McHugh**  
Staff Lawyer, Justice Niagara

Shannon McHugh is a staff lawyer at Justice Niagara in Welland. She has a general practice spanning various areas of law including: employment, social assistance, housing and more. Shannon is active in her community as a member of the Niagara Suicide Prevention Coalition and as a member of the Board of Directors of Community Support Services of Niagara. Shannon received her Juris Doctor from the University of Windsor and was called to the Ontario Bar in 2014.



**Emily Keene, Employment Law Lawyer, Mobile Legal and Social Justice Initiatives**

Emily Keene is an Employment lawyer with Mississauga Community Legal Services and works as part of the Mobile Legal & Social Justice Initiative. Since 2016 she has represented clients and educated community groups on employment issues in partnership with community legal clinics throughout South West Ontario. Emily received her Juris Doctor from the University of Alberta and was called to the Ontario Bar in 2014.



# Employment Law Triaging 101

Thursday, May 17, 2018 • 1:00 pm - 4:15 pm

## Presenters:

**Emily Keene**, Mobile Legal & Social Justice Initiative

**Melinda Robertson**, Mobile Legal & Social Justice Initiative

**Shannon McHugh**, Justice Niagara

## Workshop Summary:

This session provides caseworkers and intake staff alike with an opportunity to get essential ‘tips and tricks’ for triaging employment law intakes. Hear from three lawyers with diverse perspectives including two employment law lawyers from the ‘Mobile Legal & Social Justice Initiative’ and one from a clinic with an already established employment law practice.

## Format/Overview:

### Part I: Tips and Tricks to Triaging Employment Law Intakes

The first part of this session will discuss best practices when triaging employment law intakes. As employment law is such a diverse area of practice, the emphasis will be on issue identification and asking the appropriate follow up questions.

### Part II: Applying What You’ve Learned – Breakout Sessions

Attendees will have the opportunity to work in small groups through a variety of hypothetical employment intakes to apply the best practices learned in Part I.

## Learning Outcomes:

Upon completion of the workshop, participants will be able to:

- i) Identify issues and ask appropriate follow up questions when triaging employment law intakes.
- ii) Effectively and efficiently triage employment law intakes be it by way of referral, scheduling an intake appointment, et cetera.

### **Melinda Robertson, Employment Law Lawyer, Mobile Legal and Social Justice Initiatives**

Melinda Robertson is a Regional Employment Lawyer with the Mobile Legal and Social Justice Initiative. She completed her formal legal education at Windsor Law and was called to the Ontario Bar in June 2016. Melinda provides employment law services and public legal education in collaboration with legal clinics in Sarnia, London, Elgin-Oxford, Chatham-Kent and Windsor.

