

Training Without Travel Webinar Series



Join AE professionals as we explore topics that impact your business and relationship with your employees. Choose the webinars that best fit your needs.

Harassment Prevention in the Workplace

Date: 03/03/2010

- Federal & State Law overview
- Devastating effects of harassment on the workplace
- Harassment defined
- Retaliation
- Roles in preventing harassment

Pain Free Performance Appraisals

Date: 03/17/2010

- How do you help yourself in writing a performance appraisal?
- What does an effective performance appraisal look like?
- Feedback tips
- Four keys to delivering effective performance feedback
- Importance of documentation

Medical Marijuana in the Workplace

Presented by Tim Filz, Attorney at Law

Date: 03/31/2010

- Summary of Montana's statutory provisions
- Montana and sister states case law to date
- Americans with Disabilities Act and Montana Human Rights Act
- Positive drug tests and medical marijuana cards
- Issues such as possession, bragging at work, and zero tolerance

Interviewing: Doing It Right

Date: 04/14/2010

- Resumes/Applications: How do I handle them?
- Questions: What can I ask?
- Scoring the interviews: How do I defend my hiring decision?
- Making the offer: What do I include in my offer letter?
- Wrapping up the process: How do I handle all of the paperwork?

Confronting & Coaching the Problem Employee

Date: 04/28/2010

- Tips to confront
- Importance of effective listening
- Coaching process
- Coaching performance vs. behavior
- Where it goes next

A Little Respect Goes a Long Way...

Date: 05/19/2010

- Ten commandments of good manners
- Cost of rudeness
- Telephone, cellular phone, and email etiquette
- Benefits of diversity
- Core values

Discipline & Termination: The Montana Way

Date: 06/09/2010

- Overview of Montana Wrongful Discharge from Employment Act
- Establishing good cause
- Due process
- Grounds for immediate termination
- Conducting a disciplinary action

TIME: 12:00 p.m - 1:00 p.m.

COST:

Medical Marijuana webinar

AE Member \$50

Non-Member \$80

ALL OTHER WEBINARS

AE Member \$30

Non-Member \$45

Register by calling Associated Employers at
406.248.6178
or by emailing joann@aehr.org

A connection link for the webinar will be forwarded to you by email once you register.