



**Webinars
are held
from noon
to 1 p.m.**

Cost per webinar: AE Member Companies - \$60 Non-member Companies - \$95
Price is for one (1) login. Additional logins are available for \$5 ea.

Understanding Mandatory OSHA 300 Logs

Date: 12/05/2018

- *Who is required to maintain OSHA records?*
- *What forms must be used, and how do I complete them?*
- *Injury versus Illness and other Criteria*
- *First Aid versus Medical Treatment*
- *The 5-Step Process*

Harassment Prevention in the Workplace

Date: 01/23/2019

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

Interviewing: Doing It Right

Date: 12/19/2018

- *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 the paperwork?*

Pain Free Performance Appraisals

Date: 02/06/2019

- *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*

Discipline & Termination in Montana

Date: 01/09/2019

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

Workplace Violence Prevention

Date: 02/20/2019

- *What is workplace violence?*
- *When is workplace violence committed?*
- *What are the signs?*
- *What kind of threats should you watch for?*
- *How can you prevent workplace violence?*

To Register:

Phone: 406.248.6178 | Email reg@aehr.org

Online: www.associatedemployers.org

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