

 Spring 2019 

# Training Central

*Educate ...*

*Achieve ...*

*Excel ...*



Associated Employers

# Management Excellence A Leadership & Management Development Seminar Series

Course Code: LMD-0319

Today's leaders have varying levels of relationships and responsibilities with their staff. Leaders are coaches, counselors, problem solvers and goal setters. This seminar will explore how today's leaders can maintain technical expertise while demonstrating an effective style of leadership. Competencies that will be gained from this session include personal, interpersonal and group skills. Leaders will be able to apply these skills in the arenas of one-on-one situations, facilitation of group performance and becoming an overall effective leader.

Leaders who attend this seminar will develop individual, one-on-one and group competencies needed to keep pace with their evolving leadership roles and responsibilities.

## HOW YOU WILL BENEFIT

- Analyze and enhance your interpersonal skills to help you communicate, listen, and handle conflict in the workplace
- Learn how to be more influential with others
- Recognize your Strengths and Development Opportunities and how to minimize your weaknesses by maximizing your strengths
- Enhance your performance management abilities
- Learn how to maximize results while managing group dynamics



## WHAT YOU WILL COVER

- ✓ DiSC Personality Profile
- ✓ Communication
- ✓ Conflict Management
- ✓ Performance Management/Dialogue/Coaching
- ✓ Discipline/Termination/Performance Appraisals
- ✓ Team Building
- ✓ Developing the Leader

### Cost:

<i>AE Member</i>	<i>\$550*</i>	<i>Additional Member</i>	<i>\$400</i>
<i>Non-Member</i>	<i>\$700*</i>	<i>Additional Non-Member</i>	<i>\$575</i>

**8:30 am - 4:30 pm**

### Location Facility

Missoula	Solstice Building
Billings	AE Training Rooms

### Day 1

03/14/2019
04/03/2019

### Day 2

03/21/2019
04/10/2019

### Day 3

03/28/2019
04/17/2019

# Critical Compliance Training for HR Professionals

Course Code: CCTH-0319

When it comes to regulatory compliance, there are certainly danger zones that every business needs to stay on top of; with this "compliance check-up" course, you'll find out how healthy your organization is when comparing to HR Best Practices.

This seminar is geared towards Human Resource professionals and practitioners, management level staff, and business owners

## HOW YOU WILL BENEFIT

Why compliance training? The concept of compliance is to make sure that organizations act responsibly. The advantages of developing effective compliance processes are many:

- Provides overall strategy to protect your organization;
- Arms staff with knowledge and tools to apply the concepts;
- Contributes to a culture of compliance; and
- May mitigate damages in enforcement actions



## LEARNING OBJECTIVES

We offer contemporary solutions to help you navigate these hot spots:

- The tricky triad of ADA/FMLA/Worker's Compensation
  - Practical Guidelines with real life scenarios
  - Interplay when managing leaves of absence and return-to-work
  - Overcoming overlap challenges
- Foundations of Wage & Hour
  - Exempt/Non-Exempt Classifications – how it affects pay and how to apply leave
  - FLSA Basics – wage and overtime requirements
  - On-call, travel, and training wage rules
  - Reductions in pay
- How to Survive Enforcement Actions
  - Discrimination Claims and Hearings
  - EEO and AAP Reporting Requirements; what to expect in an audit
  - ICE Audits (I-9's and Immigration reform)
  - Unemployment Claims and Appeals

**8:30 am - 4:30 pm**

<i>CITY</i>	<i>FACILITY</i>	<i>DATES</i>
Bozeman	Best Western GranTree	03/19/2019
Missoula	Solstice Building	04/30/2019
Great Falls	Centene Stadium	05/08/2019

### Cost:

<i>AE Member</i>	<i>\$160*</i>	<i>Additional Member</i>	<i>\$115</i>
<i>Non-Member</i>	<i>\$225*</i>	<i>Additional Non-Member</i>	<i>\$180</i>

# Drug & Alcohol:

Course Code: RSCS-0519

## Reasonable Suspicion Certification for Supervisors

### HOW YOU WILL BENEFIT

- Learn how to identify the signs, symptoms and effects of alcohol or controlled substance use
- Learn how to approach an employee and initiate reasonable suspicion testing
- Learn proper documentation techniques
- Tips on how to deal with difficult situations

### WHAT YOU WILL COVER

- Current regulations
- Mandated reasonable suspicion for supervisors training

### WHO SHOULD ATTEND

Owners, managers, supervisors and human resource professionals will benefit by attending this seminar.

Cost: AE Member \$ 75  
Non-Member \$100

State and Federal regulations require that supervisors of employees subjected to reasonable suspicion drug and alcohol testing attend a total of two hours of training on alcohol abuse and controlled substance use. The training will assist supervisors in determining whether reasonable suspicion exists to require an employee to undergo testing. The training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.



Location	Facility	Date	Time
Billings	AE Training Rooms	05/21/2019	9:00 am - 11:30 am
Missoula	Solstice Building	05/23/2019	9:00 am - 11:30 am

## Employment Law Seminar

Course Code: ELHR-0519

Do you need to obtain a more thorough understanding of the vital responsibility of Human Resources? This seminar focuses on technical aspects as well as the operational and administrative issues Human Resource Managers face today. Various aspects of Employment Law are covered.

### HOW YOU WILL BENEFIT

- Avoid costly litigation
- Confidently deal with complex employment law and employee relations issues
- Develop policies and procedures that do not violate federal statutes
- Protection from the damaging effects of uneducated employment decisions
- Gain knowledge and understanding from the legal experts from an area law firm

*This class is intended for experienced and new Human Resource professionals, as well as non-human resource managers, who need to gain a better understanding of personnel-related issues.*

CROWLEY | FLECK PLLP  
ATTORNEYS



### WHAT YOU WILL COVER

#### Attorney Presentation:

- Montana Employment Basics to Include Wrongful Discharge
  - Discussion to Include Layoffs/Reductions in Force
- Americans with Disabilities Act (ADA)
  - Discussion to Include Navigating Mental Health Situations
- Family Medical Leave Act (FMLA)
  - Discussion to Include How to Navigate, What Happens When Leave Expires, and How to Calculate Rollback
- Workers' Compensation

8:30 am - 4:30 pm		
CITY	FACILITY	DATE
Billings	AE Training Rooms	05/02/2019

#### Cost:

AE Member \$160\* Additional Member \$115  
Non-Member \$225\* Additional Non-Member \$180

# Identity Theft - Lunch & Learn

12:00pm to 1:00pm

Approximately 15 million United States residents have their identities used fraudulently each year with financial losses totaling upwards of \$50 billion. Attend this lunch n' learn to learn about the various types of Identity Theft. Heidi Knudson with Altana Federal Credit Union will also speak to ways to prevent Identity Theft and how to protect yourself.

CITY	FACILITY	DATE
Billings	AE Training Rooms	05/08/2019

**Cost:** \$20 (Lunch provided)

\* This class does not qualify for CEU credit

## Active Shooter (\*Limited to 50 participants)

**Course Code: AS-0519**

The world we live in today has numerous and everchanging threats, but the risk of an active shooter incident has captured the attention of leaders across all segments of our communities. This seminar will help participants understand the risks while building a "toolbox" of response options that will help increase the chances of surviving an active shooter incident. Participants will gain knowledge that could help themselves and their coworkers if they encounter an active threat situation.

*Anyone interested in being better prepared for the threat of an active shooter should attend this seminar. Participants will leave with increased capability to help themselves and others survive one of the scariest threats we face today.*

### WHAT YOU WILL COVER

- The History of Active Shooter Incidents
- The Profile of an Active Shooter
- The Run, Hide, Fight Response Framework
- First Care Provider Overview
- Stop the Bleed
- Law Enforcement Interaction

### HOW YOU WILL BENEFIT

- Analyze active shooter incidents and the people who perpetrate them in order to recognize patterns of behavior leading to violence
- Build a "toolbox" of basic tactics to escape from, hide from and/or resist an active shooter
- Recognize good and bad locations to seek shelter from an active shooter
- Learn the fundamental skills of a First Care Provider that may be used to save lives in the immediate aftermath of an active shooter incident
- Recognize the vital steps of law enforcement interaction necessary during a violent crime response

**Cost:**

AE/MSSC Member	\$125
Additional Member	\$ 95
Non-Member	\$150
Additional Non-Member	\$125

### PRESENTED BY:

Jason P. Mahoney, AAS, NRP, CHEP, CHSP, CHCM, NHDP-BC

Jason Mahoney has been an emergency responder in Montana for over nineteen years. He has worked as an EMT, Paramedic, Deputy Sheriff, Deputy Coroner and Emergency Manager in Billings since September 15, 1999 when he began working for American Medical Response. After nearly ten years with St. Vincent Healthcare in Billings as their Trauma Education and Injury Prevention Coordinator and then their Emergency Preparedness Coordinator, Jason went out on his own at the beginning of 2018. His company, 373 Consulting, provides EMS and Emergency Management training and education throughout the region. Jason is also the Pediatric Liaison to the Montana Emergency Medical Services for Children (EMSC) program and the Public Health Emergency Preparedness (PHEP) Coordinator for Carbon County. Finally, Jason is the Chair of the Southern Region Health Care Coalition, a member of the Montana Altered Standards of Care Workgroup and a board member for Safe Kids Yellowstone County, Billings CPR Saturday and the Montana Safety Services Council.

8:30 am - 12:00 pm		
CITY	FACILITY	DATE
Billings	AE Training Rooms	05/07/2019

\* Register at least 14 days prior to the start of the training and receive a \$15 Early Registration Discount.

Note: Discounts DO NOT apply to Additional Members or Additional Non-Members.

#### CANCELLATION POLICY:

If you must cancel, please do so at least 2 business days prior to the start of training. Any cancellations received with less than 2 business days notice, will be billed as follows: \$30 for our Reasonable Suspicion class, \$50 for any half-day class, \$75 for any full-day class or \$100 for the Management Excellence Series. Please call our office at 406.248.6178 or email reg@aehr.org to cancel. Substitutions are welcomed with prior notice.



**Training  
Without  
Travel**

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

## Spring 2019 Webinar Series

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

### Navigating the Multi-Generational Workforce

**Date: 03/06/2019**

- Generations defined
- Changes in how we do business today
- Communication and conflict resolution
- Advantages of a diverse workforce
- Recruitment and retention

### Confronting & Coaching the Problem Employee

**Date: 03/20/2019**

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

### Fundamentals of Compensation Plans

**Date: 04/03/2019**

- The importance of both internal equity and external market data
- The advantages and limitations of each
- The process
- Communication
- Implementation

**Not available for the live version?**

If these times do not fit your schedule, recorded versions are available for purchase on our website two days after the live version.

### Social Media in the Workplace:

***What Is an Employer to Do?***

**Date: 04/17/2019**

- Policy "do's" and "don'ts"
- Discipline/termination for social networking infractions
- Generational characteristics and differences
- Fear of handling difficult employee behaviors
- Tips to confront

### Board of Directors Development:

***Understanding and Applying the Difference Between Governance and Management***

**Date: 05/01/2019**

- Understanding the Board's role: make policy, plan for the future, and monitor results
- Understand the Board and Administrator Relationship
- Teamwork
- Effective board meetings
- Board skills to strengthen accountability

### Respect & Diversity in the Workplace

**Date: 05/08/2019**

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

**To Register:**

Phone: 406.248.6178 | Email [reg@aehr.org](mailto:reg@aehr.org)

Online: [www.associatedemployers.org](http://www.associatedemployers.org)



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"Associated Employers is a recognized provider of recertification credits. HR Certification Institute® (HRCI®) pre-approved these program for 1 HR (General) credit per hour of instruction towards aPHR<sup>TM</sup>, PHR®, PHRca®, SPHR®, GPHR®, PHRi<sup>TM</sup> and SPHRi<sup>TM</sup> recertification."

