Educate ...
Achieve ...
Excel ...

Summer 2020

Training Central

Associated Employers

Employment Law Seminar

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.

CROWLEY | FLECK PLLP
ATTORNEYS

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

WHAT YOU WILL COVER
Attorney Presentation:

- Montana Employment Basics to Include Wrongful Discharge
- Investigations- Who, What, Why, When, Where
- Minimizing Wage Claims- Navigating the FLSA; Employee Classifications
- COVID-19- An Employment Law Update

Employment Law

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.

06/16/2020	
8:30 am - 4:30 pm	
City	*Facility*
Billings	AE Training Room

Cost: *AE Member: $160* / Additional Member: $115 | Non-Member: $225* / Additional Non-Member: $180*

From Hire to Fire

Human Resources is a dynamic field and covers a wide array of areas. In order to be known as an employer of choice, it is important that an organization manage its personnel. Join us as we examine the role of human resources in your organization, with a review of the primary functions and applicable laws and statutes. Receive valuable information on the areas of HR that can trip an employer up, and take away materials you can use within your organization to improve the management of your most valuable resource—your employees.

HOW YOU WILL BENEFIT

- Gain an understanding of the recruiting process that will enhance your ability to select the best candidate while minimizing your legal liabilities
- Learn the importance of proper orientation of new employees to enhance retention and performance
- Receive guidance on properly classifying employees under the wage and hour regulations
- Learn how to avoid the most common wage and hour mistakes made by employers
- See the role HR plays in the management of each employee's performance

WHAT YOU WILL COVER

- ✓ Recruiting Process, Including Importance of a Strategy, the Job Description, and a Systematic Approach
- ✓ New Hire Orientation, Including Why This Process Can Make or Break Whether the Employee Succeeds
- ✓ Employment Process, Including a Look at Wage and Hour Regulations, Policies, and Recordkeeping
- ✓ Performance Management Process, Including a look at Performance Evaluation Systems, Discipline, and Termination

WHO SHOULD ATTEND

Experienced and new Human Resources staff, as well as non-human resource managers, who need to better understand personnel-related issues will benefit from attending this seminar.

8:30 am - 4:30 pm		
CITY	*FACILITY*	*DATES*
Bozeman	Best Western GranTree Inn	07/14/2020

8:00 am - 4:00 pm		
CITY	*FACILITY*	*DATES*
Missoula	Best Western Grant Creek Inn	07/21/2020

Cost:	*AE Member*	*$160**	*Additional Member*	*$115*
	Non-Member	*$225**	*Additional Non-Member*	*$180*

Drug & Alcohol:
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.

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.

	Cost:	AE Member	$ 75
		Non-Member	$100

Location	Facility	Date	Time
Billings	AE Training Room	08/20/2020	9:00 am - 11:30 am

Management Excellence
A Leadership & Management
Development Seminar Series

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.

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.

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:

AE Member	$550*	Additional Member	$400
Non-Member	$700*	Additional Non-Member	$575

8:30 am - 4:30 pm				
Location	**Facility**	**Day 1**	**Day 2**	**Day 3**
Billings	AE Training Room	07/21/2020	07/28/2020	08/04/2020

Management Toolkit:
Handling Employee Performance Issues

Employee issues can hurt productivity, increase turnover and affect your company's bottom line. Many managers and supervisors fear and avoid dealing with these issues because they do not have good tools to help them. When performance problems and inappropriate behaviors are ignored, they do not go away. This class will cover how to successfully navigate employee issues and how to work with employees to improve performance, behaviors and change attitudes.

HOW YOU WILL BENEFIT

- Understand the importance of proactively dealing with performance and/or behavior issues in the workplace
- What coaching employees looks like and the different kinds of coaching
- How to save an employee from poor performance
- Feel more confident in managing performance issues

WHAT YOU WILL COVER

- Coaching employees through performance issues
- Feedback: how to give it properly
- Documenting issues
- How to have difficult conversations

WHO SHOULD ATTEND

- Managers/Supervisors who may be tasked with employee performance
- HR professionals looking for ideas on training managers/supervisor

8:30 am - 12:30 pm		
CITY	*FACILITY*	*DATES*
Missoula	Best Western Grant Creek Inn	08/11/2020

Cost:

AE Member	*$125*	*Additional Member*	*$ 95*
Non-Member	*$150*	*Additional Non-Member*	*$125*

Management Toolkit:
Handling Employee Discipline

In Montana, employee discipline is a process and is different from any other state in how we approach employee discipline and termination. In this toolkit class, we will explore Montana's Wrongful Discharge Act and how it helps both employers and employees. We will also look at different ways you can use disciplinary actions to improve performance and gain a handle on controlling discipline issues in a timely manner.

HOW YOU WILL BENEFIT

- Learn to properly use your probationary period to your benefit
- Learn about Montana Wrongful Discharge Act
- Take a deep dive into different forms of discipline
- Learn to take control of discipline issues

WHAT YOU WILL COVER

- Montana Wrongful Discharge Act
- Forms of discipline and when best to use them
- Documentation
- Best practices for conversations on difficult issues

WHO SHOULD ATTEND

- Managers/Supervisors who may be tasked with employee performance
- HR professionals looking for ideas on training managers/supervisors

8:30 am - 12:30 pm		
CITY	*FACILITY*	*DATES*
Missoula	Best Western Grant Creek Inn	08/25/2020

Cost: *AE Member: $125 / Additional Member: $ 95* | *Non-Member: $150 / Additional Non-Member: $125*

---

* 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.

To Register:

Phone: 406.248.6178 | Email reg@aehr.org
Online: www.associatedemployers.org

Training
Without Travel

Summer 2020
Webinar Series

Associated Employers

Change Management: Navigating the Transition

Date: 06/10/2020

» Difference of change vs. transition
» Three phases of transitions
» Effective communication during change
» Four P's of change
» Building trust

Effective On-Boarding: The First Step in Employee Retention

Date: 06/24/2020

» What Is It & Why Is It So Important?
» On-Boarding vs. Orientation
» Stages of On-Boarding
» Things to Consider in Building your Org's Program
» Tips & Tricks to Maximize Your Success

Successfully Supervising Remote Employees

Date: 07/08/2020

» What to do first for remote employees
» Working with remote non-exempt and exempt employees
» Tracking performance and accountability
» Trust and faith in your team
» Being flexible with flexible work

Conflict Resolution: A Process for Those Who Aren't Getting Along

Date: 07/22/2020

» Overview of conflict
» Tips to confront
» Individual meeting process
» Group meeting process including ground rules
» Follow up

Workplace Investigation Essentials

Date: 08/05/2020

» Identifying the need for conducting a workplace investigation
» Knowing the steps to conducting a thorough investigation
» Importance of maintaining confidentiality and avoiding retaliation
» Steps to completing your findings
» Properly maintaining the investigation file

Conflict Management: Handling Difficult Behaviors

Date: 08/19/2020

» Conflict overview
» Coping techniques
» Ideas to resolve conflict
» Employee basic needs
» Behavior patterns of difficult people

Webinars are held from noon to 1 p.m.

To Register: Phone: 406.248.6178 | Email reg@aehr.org | Online: www.associatedemployers.org

---

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.

Cost per webinar:

AE Member Companies - $75   Non-member Companies - $100
Price is for one (1) login. Additional logins are available for $5 each.