

# Training Without Travel

## Summer 2020 Webinar Series



### 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](mailto:reg@aehr.org) | Online: [www.associatedemployers.org](http://www.associatedemployers.org)

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### Cost per webinar:

AE Member Companies - \$75 Non-member Companies - \$100  
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