

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

FALL
2020



Associated Employers

Training
Central

Developing the New Leader

Course Code: DTNL-1020

This program is designed around the concept that a Manager/Supervisor needs to learn to lead as opposed to just manage. Where management means doing things right; leadership means doing the right things. We explore the idea of how to put people first, which ultimately leads to keeping productivity and motivation high. We learn that being honest and building and maintaining trust with your staff are the two major components of how we lead effectively. At the same time, we learn how we need to handle those employees that simply will not accept our trust. The program shows the value of creating a caring environment where individuals are given the opportunity to thrive.

HOW YOU WILL BENEFIT

- Learn how to lead others through Honesty, Trust, Special Treatment, & Courage
- Effectively leading through delegation
- Learn how to lead others effectively while still being able to be yourself



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

WHAT YOU WILL COVER

- Importance of dealing with others through honesty
- How to navigate from peer to supervisor
- Building trust through dialogue
- Process of delegation
- Various case study activities

10/13/2020	
9:00 am - 11:30 am	
City	Facility
Missoula	BW Grant Creek Inn

Employees from all organizational levels will benefit from this workshop.

From Hire to Fire - A Two-Part Virtual Event

Course Code: FHTF-0920

In order to be known as an employer of choice, it is important that an organization manage its personnel and becomes more proficient in tactical human resources functions.

From filling a vacancy to strategic planning for future workforce needs, to managing performance and workplace conflict, front-line supervisors and HR must join together to coordinate the organization's effective use of human capital. Both supervisors and HR have a vested interest in the success the company achieves, and that success hinges on the people we employ to do the work.

Supervisor training is very important when it comes to ensuring that your company stays legally compliant. Front-line supervisors not only manage employees on a day-to-day basis but also serve as a link between senior management and front-line employees. Getting supervisors on the same page is critical, and it's just as important for supervisors to know when to step back and hand things over to HR.

Receive valuable information in 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.

WHO SHOULD ATTEND

This seminar will benefit experienced and new supervisors and management staff, as well as human resources managers who need to better understand the entire employee relationship – from hire to fire.

HOW YOU WILL BENEFIT

- Learn about hiring legally – how to conduct all phases of the interviewing and hiring process to ensure alignment with fair employment laws
- Use of an onboarding process that improves retention
- Build skills on the basics of performance management, with emphasis on proven coaching techniques for supervisors
- Identify the unique challenges that transitional leadership happen when moving from worker to supervisor
- Learn how to avoid mistakes with discipline and termination with regard to specific Montana employment laws
- Understand how to handle employee complaints successfully so that you and your employees can get past the problems that lead to complaints and get on with your work.
- Pick up pointers that guide the supervisor in how and when to document their interactions with their employees; and partnering with HR through certain processes

WHAT YOU WILL COVER

- ✓ Hiring Legally
- ✓ Onboarding that Really Works
- ✓ Performance Management "101"
- ✓ Coaching to reinforce positive behavior, counseling to hold employees accountable
- ✓ Identify barriers and opportunities for success as a supervisor
- ✓ Acknowledging, investigating and resolving complaints before they escalate into larger problems
- ✓ The Who-What-and-Whys of documentation when dealing with employees
- ✓ How to build trust and lead your team to success

8:30 am - 12:00 pm		
FACILITY		DATES
Part I	GoToWebinar	09/15/2020
Part II	GoToWebinar	09/17/2020

Cost:

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

Drug & Alcohol:

Course Code: RSCS-0920

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
Missoula	Best Western Grant Creek Inn	09/15/2020	9:00 am - 11:30 am
Bozeman	Best Western GranTree	10/27/2020	2:00 pm - 4:30 pm
Great Falls	Holiday Inn	10/29/2020	9:00 am - 11:30 am
Billings	AE Training Room	11/19/2020	9:00 am - 11:30 am

Harmonious Workplaces in a Chaotic World

Course Code: HWCW-1120

Different people bring different dynamics to the work environment. Being respectful of others' differences is very important in today's work environment. What may appear to be appropriate to some may not be appropriate to others. Our job is not to be the best of friends with those we work with. Our job is to coexist professionally in a productive work environment. This seminar will touch upon such aspects as respect, etiquette, harassment, and diversity. A little common sense and top-of-mind awareness can promote a respectful and professional work environment.

HOW YOU WILL BENEFIT

- Basic Personal Awareness to Enhance Interpersonal Relationships
- More Professional Working Environment
- Best Practice Harassment Awareness

WHAT YOU WILL COVER

- Etiquette and Respect Basics
- What free speech is and what to expect in the workplace
- Diversity: Different is not wrong, it is just different
- Confront with care
- Culture of Dialogue
- Workplace harassment prevention
- Retaliation

WHO SHOULD ATTEND

This seminar will benefit all levels of an organization from frontline employees to upper management.



9:00 am - 11:30 am		
CITY	FACILITY	DATES
Missoula	Best Western Grant Creek Inn	11/10/2020

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

Management Excellence

Course Code: LMD-0919

A Leadership & Management Development Seminar Series

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

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.

Cost:

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



Time: 8:30 am - 4:30 pm

Location	Facility	Day1	Day2	Day 3
Bozeman	Best Western GranTree	10/21/2020	10/28/2020	11/03/2020
Billings	AE Training Room	11/10/2020	11/17/2020	11/24/2020

* 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.



"Associated Employers is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CPSM or SHRM-SCPSM."

"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 aPHRTM, PHR®, PHRca®, SPHR®, GPHR®, PHRITM and SPHRJTM recertification."



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

Fall 2020 Webinar Series

Webinars are
held from
noon to 1 p.m.



What Employees Really Think About the Workplace

-And How Best to Use That Information

Date: 09/09/2020

- » Why it's important to have a pulse on your employees' opinions
- » Methods of finding out what employees think
 - * The good, the bad & the ugly
- » How best to utilize the information gathered to improve your organization as a whole
 - * Considerations in communicating results

Facts & Myths of Drug & Alcohol Testing in Montana

Date: 09/23/2020

- » Who can be tested?
- » What types of testing can you perform?
- » When can you start testing?
- » Where do you get more information?
- » Why should you drug & alcohol test?

Workplace Violence Prevention

Date: 10/07/2020

- » 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?

Independent Contractor vs. Employee: What is the Difference?

Date: 10/21/2020

- » Federal overview
- » State overview
- » Three areas of control
- » Twenty criteria for determination
- » Employer pitfalls for improper classification

The Montana HR Hour

Date: 11/04/2020

- » Montana Human Rights Act overview
- » Montana Maternity Leave Act overview
- » Montana Wrongful Discharge from Employment Act overview
- » Establishing good cause
- » Importance of due process

Developing the New Leader

Date: 11/18/2020

- » How to put people first
- » Honesty with staff
- » Building trust with staff
- » Transitioning from peer to supervisor
- » Delegation

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.



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