

Training Without Travel



Associated Employers

Winter 2020-2021
Webinar Series

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

Professionalism, Respect & Diversity in the Workplace

Date: 12/02/2020

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

Understanding Mandatory OSHA 300 Logs

Date: 12/16/2020

- » 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

Organizational Culture: Creating & Maintaining Your Ideal Workplace

Date: 01/06/2021

- » Defining your organizational culture
- » Your ideal culture
- » Creating your ideal culture
- » Maintaining your ideal culture

Discipline & Termination in Montana

Date: 01/20/2021

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

Interviewing: Doing It Right

Date: 02/03/2021

- » 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?

Writing Effective Job Descriptions

Date: 02/17/2021

- » Define the purpose of job descriptions
- » Identify the key elements of an effective job description
- » Gather and organize the necessary information
- » Write complete, accurate, and objective job descriptions
- » Comply with employment laws

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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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.