

Educate ...



Associated Employers

Achieve ...

Excel ...



Training Central



Spring

2021



Virtual Training Opportunities

HR Fast Track

March 10, 17 & 24, 2021

9:00 am - 11:00 am

Back when, there was no such thing as "HR." Simply hand out cut-and-dried information, and make sure said employee consumes said information and signs a pile of paperwork. But today, HR processes are integral to the success of any business enterprise.

This Fast Track course will not only "upload" your internal HR functions into a whole new level of professionalism, but also assure HR best practices and compliance in your workplace.



How You Will Benefit

Those who are new to the HR role will learn the essentials needed to be proficient in the general areas of employee-related activities. After this Spring Training Series, you'll be able to:

- Gain the confidence & knowledge to apply HR best practices to your work world
- Understand the complexities of Montana employment laws
- Administer and monitor every phase of the employment "life cycle"
- Create core procedural elements for incorporating HR best practices
- Serve as your company's in-house "people management" expert

Cost Per Attendee

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

Part I - March 10, 2021

Recruitment, Hiring and Onboarding marks the beginning of the employee's "life cycle" at the organization. In this session, we map out HR's responsibilities and actions to take:

Recruitment:

- Understanding and marketing the job vacancy,
- Fielding inquiries, Processing applications, and Pre-Screening
- Standardizing the interview and selection process

Hiring:

- Second Interviews, Reference & Background Checks
- Reaching the decision - who to hire
- Making the Offer, Negotiations
- Hiring Legally and Montana Employment Laws

Onboarding:

- Orientation - Introductions, Company Information & Culture, Policies & Benefits
- Training - Learning the Job
- Supervisory Support and Feedback
- Social Support and Integration into the Organization

Part II - March 17, 2021

HR plays a key role in Performance Management, Compensation and Compliance. In this second session of our series, we'll focus on these components:

- HR's role in performance management - sounding board and system gatekeeper, as well as referee conflicts; handling complaints
- Compensation; time off/absences
- Compliance with required regulatory reporting
- Maintaining employee files

Part III - March 24, 2021

Bringing it all together:

- HR Best Practices
- Managing HR functions with electronic HRIS system
- Developing your role as strategic partner

Who Should Attend

This seminar is geared towards new human resources staff, as well as other management level individuals who want to strengthen their skills in the functional processes of HR.

Format: GoToMeeting

Participation in all sessions is required. This seminar will not be recorded for future purchase.

Drug & Alcohol:

May 4, 2021 - 9:00 am - 11:30 am

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 HR 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 Per Attendee

AE Member	\$75	Non-Member	\$100
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Format: GoToMeeting

Virtual Training Opportunities

Employment Law Seminar

April 20, 21, 2021

8:30 am - 12:00 pm

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.

Who Should Attend

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.



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 Presentations**

Part I - April 20, 2021

- ✦ Montana Employment Basics to Include Wrongful Discharge
- ✦ Montana Legislative Update
 - ☼ To include any relevant discussion regarding recreational marijuana and employer rights and other legislative updates that affect business

Part II - April 21, 2021

- ✦ Family Medical Leave Act (FMLA)
 - ☼ Discussion to include how to navigate, what happens when leave expires, and how to calculate rollback
- ✦ COVID-19- An Employment Law Update
 - ☼ To include discussion regarding potential American with Disabilities Act (ADA) implications to employers

*Participation in both sessions is required.
This seminar will not be recorded for future purchase.*

Format: GoToWebinar

Cost Per Attendee			
AE Member	\$160	Additional Member	\$115
Non-Member	\$225	Additional Non-Member	\$180

Harassment Prevention Training for Supervisors

April 13, 2021

9:00 am - 12:00 pm

The unfortunate topic of harassment in the work environment has come forefront with the various national new stories recently. It is vitally important that your supervisors are properly trained around harassment prevention awareness and how to handle potential situations that may arise in the workplace. This seminar will provide your supervisors with the knowledge and tools needed to recognize problematic situations and to promote a harassment and discrimination-free workplace.

How You Will Benefit

- ✦ Gain insight from knowledge and experience of facilitators who have multiple years of Human Resource Management experience
- ✦ Share questions and information with program participants
- ✦ Explore and discuss human resource best practices
- ✦ Identify proactive approaches to organization culture
- ✦ Understand steps to take to remedy situations

What You Will Cover

- ✦ Governing Law
- ✦ Negative Effects of Harassment in the Workplace
- ✦ Two Forms of Sexual Harassment
- ✦ Other Illegal Forms of Harassment
- ✦ Importance of Retaliation Awareness
- ✦ Legal Consequences of Illegal Harassment
- ✦ How to Prevent & Respond to Harassment

Who Should Attend

Owners, managers, supervisors, potential supervisors and Human Resource managers will benefit by attending this course.

Cost Per Attendee:	AE Member	\$125	Additional Member	\$ 95
	Non-Member	\$150	Additional Non-Member	\$125

Format: GoToMeeting

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



Spring 2021 Webinar Series

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

Conducting Background & Reference Checks

Date: 03/10/2021

- » When and why employers conduct background checks
- » Types of background and reference checks
- » Complying with Fair Credit Reporting Act (FCRA) & other applicable laws
- » Roadmap for considering adverse action
- » Responding to employment inquiries

Ethical Considerations in the Workplace

Date: 03/17/2021

- » Workplace ethics defined
- » Importance of ethical conduct in business
- » Basic ethical values
- » Ethical pitfalls
- » Decision making process

Confronting & Coaching the Problem Employee

Date: 04/07/2021

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

Board of Directors Development: Understanding and Applying the Difference Between Governance and Management

Date: 04/28/2021

- » 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

Navigating the Multi-Generational Workforce

Date: 05/05/2021

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

Introduction to Ergonomics

Date: 05/12/2021

- » Identifying common work-related Musculoskeletal disorders (MSD)
- » Recognizing risk factors associated with work-related MSDs
- » Identifying ergonomic control methods
- » Eliminating/reducing work-related MSDs

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.



"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."

